



Employee Task Aids

*To foster a high-performing,
qualified civilian acquisition
workforce.*



<https://www.fai.gov/>



FAI@mail.mil

Table of Contents

User Account Management	Page #
Log On – Username and Password	p.5
Forgot Password	p.7
Request an Account Using the SAAR Form	p.11
View User Record	p.16
User Record Fields	p.17
Edit User Record via Advanced Form	p.20
Update Manager	p.22
View User Transcript	p.24
View Transcript Status	p.25
Online Training	
Use Global Search	p.27
Register for Online Training (OLT)	p.29
View Completion Certificate	p.31
Instructor Led Training	
Register for Instructor-Led Training (ILT)	p.32
Indicate Interest in a Future Session	p.35
Withdraw from an ILT	p.37
Equivalency/Fulfillment Forms	
Submit an Equivalency/Fulfillment Form	p.39
View Submitted Forms	p.42
View Form Status	p.43

Table of Contents (Cont. 1)

Certifications	
Request and Manage a Certification	p.46
Request Education/Experience Verification	p.48
Warrants	
Submit a Warrant Application From	p.52
Individual Development Plans	
Create an IDP	p.55
Update an IDP	p.62
Cancel an IDP	p.64
Reports	
View and Download Custom Reports	p.66
Help	
Help	p.69
Agency Addendums	
DHS	p.75
DOI	p.72

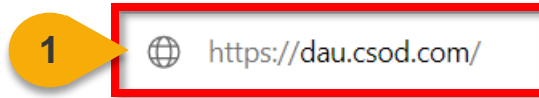


User Account Management

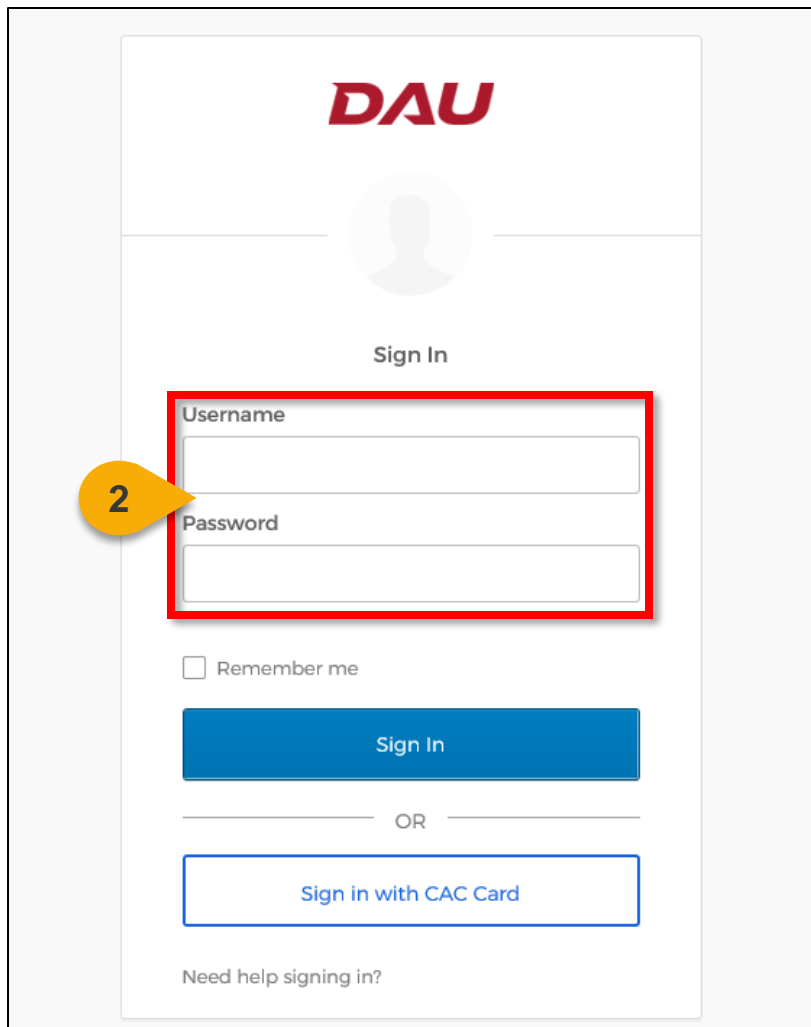
Log On – Username and Password

When you want to log in with your Username and password...

Step 1: Go to <https://dau.csod.com/> (do not use the Internet Explorer browser). You may want to log out of VPN before starting this process.

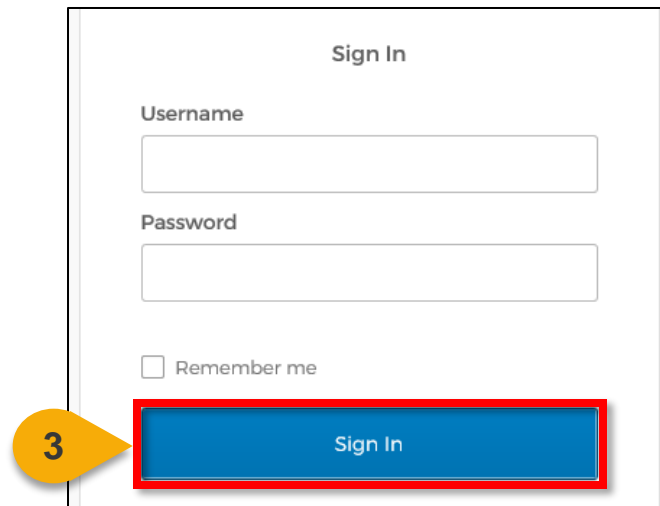


Step 2: The login window will pop up. Enter your **Username** (your email) and **Password** in their respective fields.

A screenshot of the DAU Sign In window. The window has a white background with a light gray border. At the top, the 'DAU' logo is displayed in red. Below the logo is a gray circular placeholder for a profile picture. Underneath the placeholder is the text 'Sign In'. A red rectangular box highlights the 'Username' and 'Password' input fields. A yellow callout bubble with the number '2' points to the 'Username' field. Below the input fields is a checkbox labeled 'Remember me'. Below the checkbox is a blue 'Sign In' button. Below the button is the text 'OR'. Below 'OR' is a blue-outlined button labeled 'Sign in with CAC Card'. At the bottom of the window is the text 'Need help signing in?'.

Log On – Username and Password (Cont. 1)

Step 3: Click Sign In.



Sign In

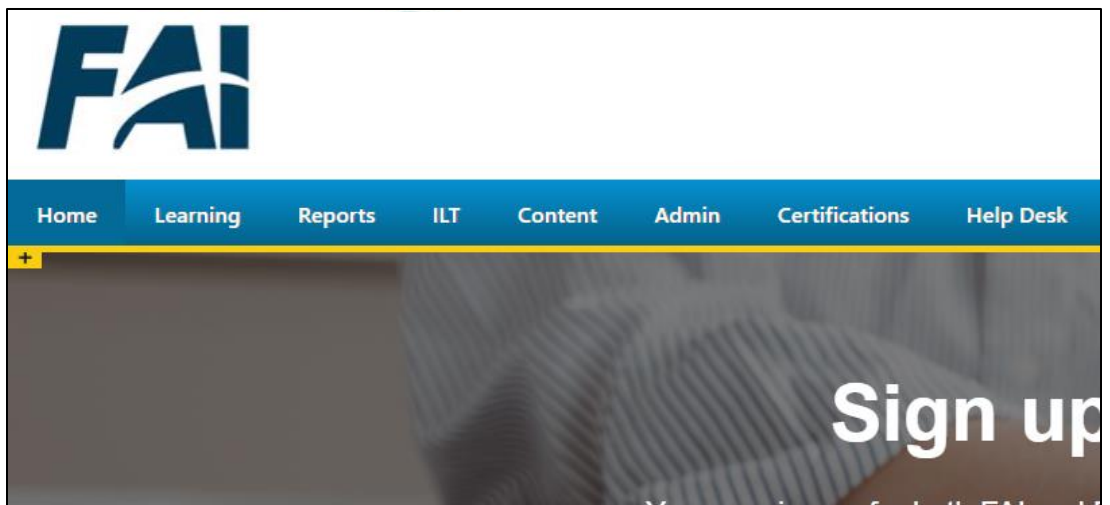
Username

Password

☐ Remember me

3 Sign In

Once you successfully complete the SSO login process, CSOD should open with your organization's logo in the upper left corner.



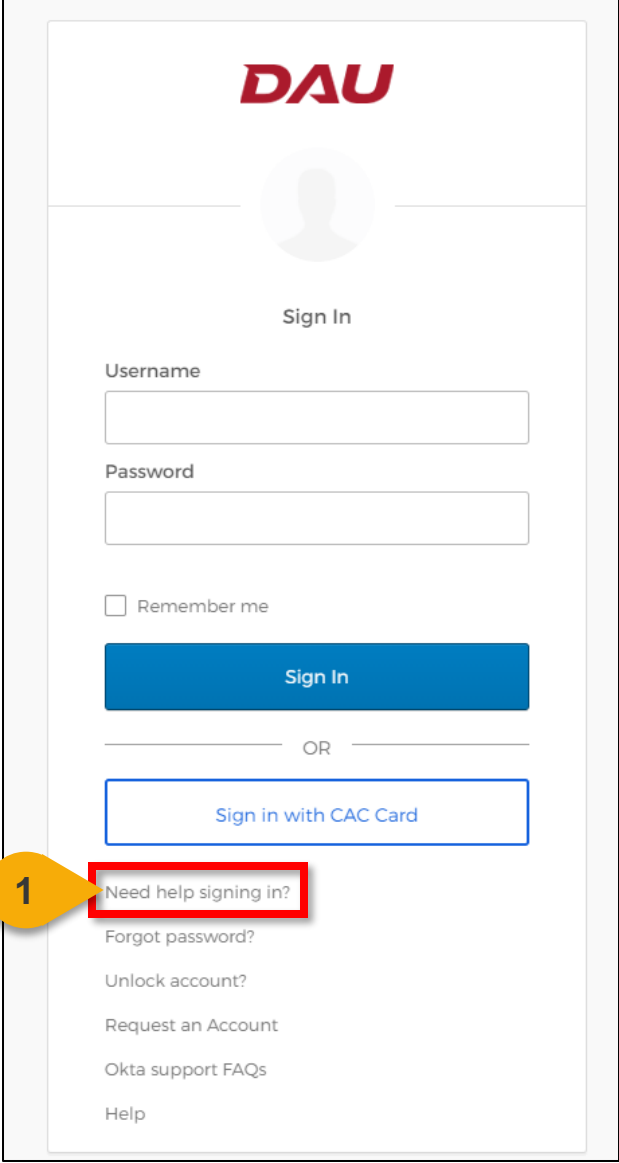
NOTE: If you receive an error message:

- Clear your cache
- Try a different browser
- Disconnect from the VPN

Forgot Password

When you can't log on...

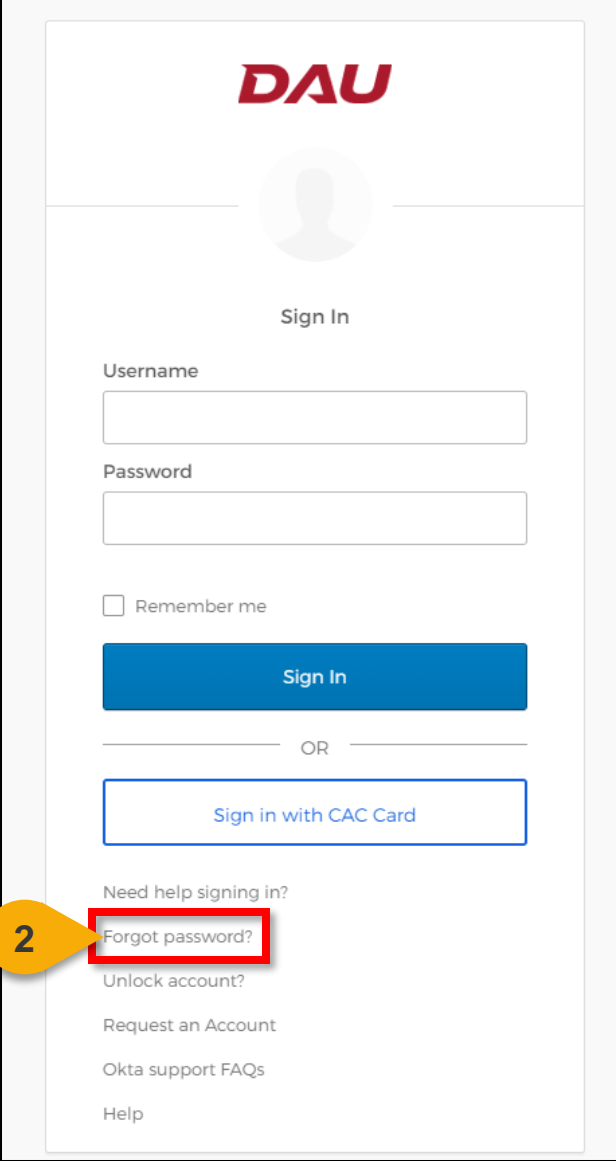
Step 1: If you need help signing in, select the **Need help signing in?** link at the bottom of the window.



The screenshot shows the DAU Sign In page. At the top is the DAU logo in red. Below it is a grey silhouette of a person's head and shoulders. Underneath the silhouette is the text "Sign In". Below that are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember me". Below the checkbox is a blue button labeled "Sign In". Below the button is a horizontal line with the word "OR" in the center. Below the line is a blue button labeled "Sign in with CAC Card". Below the "Sign in with CAC Card" button is a red-bordered box containing the text "Need help signing in?". To the left of this box is a yellow callout bubble with the number "1" inside. Below the "Need help signing in?" box are several links: "Forgot password?", "Unlock account?", "Request an Account", "Okta support FAQs", and "Help".

Forgot Password (Cont. 1)

Step 2: If you already set up OKTA to reset your password, select the **Forgot Password?** option to have a new password/PIN sent to your email or phone.



The screenshot shows the DAU Sign In page. At the top is the DAU logo. Below it is a placeholder for a user profile picture. The text "Sign In" is centered. There are two input fields: "Username" and "Password". Below these is a checkbox labeled "Remember me". A blue "Sign In" button is present. Below the button is a horizontal line with "OR" in the center. Underneath is a button labeled "Sign in with CAC Card". At the bottom, there is a list of links: "Need help signing in?", "Forgot password?", "Unlock account?", "Request an Account", "Okta support FAQs", and "Help". The "Forgot password?" link is highlighted with a red rectangular box. A yellow callout bubble with the number "2" points to this link.

Forgot Password (Cont. 2)

Step 3: Select the OKTA support FAQs option and follow the directions for **Q2**.

3

Q2: HELP! I requested a password be sent to me via email, but there is not a password in the email I was sent. Where is my password?

DAU - Okta Password Reset Requested

Hi Teresa,

A password reset request was made for your Okta account. If you did not make this request, please contact the DAU Help Desk dauhhelp@dau.edu immediately.

If you require further assistance, please view the Okta support FAQs or contact the DAU Help Desk using the options below:

[Okta support FAQs](#)

Phone: [703-805-3459](tel:703-805-3459) | [866-568-6924](tel:866-568-6924) | DSN: 655-3459; All Option 1

Email: dauhhelp@dau.edu

A: If you have not completed the account setup process, you will not be able to use the self-service feature to reset your own password. You need to request the DAU Help Desk (DAUHelp@dau.edu) provide you with your login informatin so you can officially setup your account. Include the last 4 of your SSN/EIN/FIN when submitting this request so your account can be validated.

Step 4: Once you have the Username and password entered, the list of systems you have access to will pop up. Select the **Virtual Campus** button.

DAU

Work +

Office 365
Microsoft Office 365 Office Portal

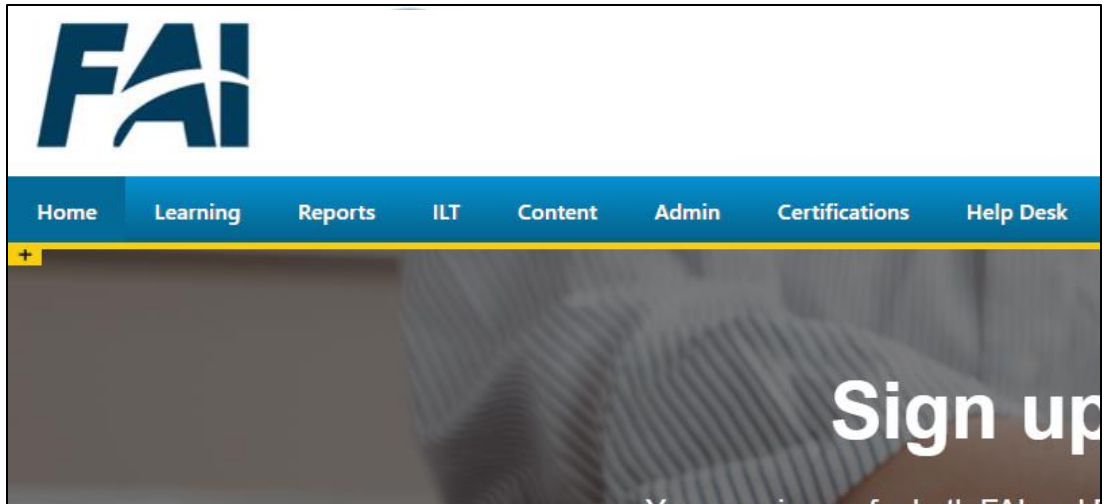
4

Virtual Campus
Virtual Campus

Virtual Campus Stage
Virtual Campus Stage

Forgot Password (Cont. 3)

Once you successfully complete the SSO log in process, CSOD should open with your organization's logo in the upper left corner.



NOTE: If you receive an error message:

- Clear your cache
- Try a different browser
- Disconnect from the VPN

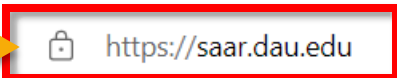
Request an Account Using the SAAR Form

When you need to complete the DAU SAAR for access to the Virtual Campus...

Step 1: Navigate to <https://saar.dau.edu>.

Recommended browser: Google Chrome or Microsoft Edge.

1



Step 2: Select whether you are associated with the **Department of Defense Agency** or **Other Federal Agency (Non-DoD)**.

Request DAU Platform Access

Obtain authorized access to DAU systems by filling out and submitting the electronic SAAR form. Select an option below to get started.

2

[Department of Defense Agency](#)

[Other Federal Agency \(Non-DoD\)](#)

Have a Common Access Card?

Make sure to use your **Authentication Certificate** when filling out your request.

Step 3: A **Warning Notice** will appear. After reading, select **Continue** at the bottom of the page.

- Communications using, or data stored to routine monitoring, interception used for any USG authorized purpose
- This IS includes security measures to protect USG interests--not for your
- Notwithstanding the above, using LE or CI investigative searching or communications, or work product services by attorneys, psychotherapists, communications and work product

Continue

3

Step 4a (DoD only): If you selected DoD, you will need to select **Yes or No** to answer the **CAC** question.

Step 4b (DoD only): Then, select the correct **certificate** for authentication.

Step 4c (DoD only): Click **OK**.

Do you support the Department of Defense and have a Common Access Card (CAC)?*

4a

☐ Yes ☐ No

Select your Authentication Certificate when using your DoD CAC.


Select a certificate for authentication

Site saar.dau.edu:443 needs your credentials:

4b

11/4/2020

 DOE.JAN.ANN.1234567890
DOD ID CA-59
Authentication-
DOE.JAN.ANN.1234567890
11/4/2020

 DOE.JAN.ANN.1234567890
DOD ID CA-59
ID - DOE.JAN.ANN.1234567890
11/4/2020

[Certificate information](#)

4c

OK

Cancel

Request an Account Using the SAAR Form (Cont. 1)

Step 5: Select **YES** or **NO** to acknowledge whether you know your DAUID.

i What's my DAUID?

- Your DAUID starts with "**DAU**" and is followed by a series of numbers.
- Your DAUID is NOT your Username OR your Smartcard info.
- First time users will not have a DAUID.

5 Do you know your DAUID?* ☐ Yes ☐ No

Step 6: Click the dropdown under System Association to select **Virtual Campus (Online Training)** to obtain access to the Virtual Campus.

SYSTEM ASSOCIATION

Please select a system for which you are requesting access *

6 Virtual Campus (Online Training)

Industry Students (ILT/VILT Registrations Only)

DAU Homepage (Knowledge Sharing)

Step 7: Enter the reason for your request in the **Reason you are requesting an account** field.

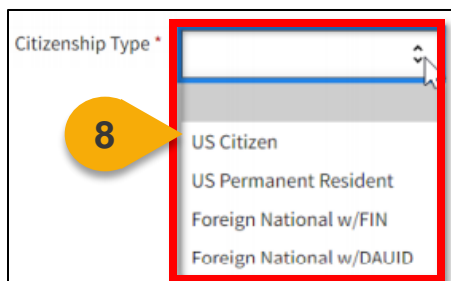
Reason you are requesting an account

7

Request an Account Using the SAAR Form (Cont. 2)

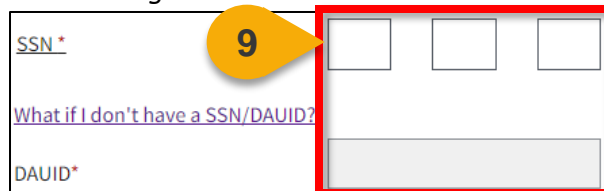
Foreign National Students: Please review the guidance on the FAQ website (<https://www.dau.edu/faq/p/FLN-Account-Creation>) to determine if you need an EIN to submit the SAAR.

Step 8: Select your citizen type from the **Citizenship Type** field.



A screenshot of the 'Citizenship Type' dropdown menu. The menu is open, showing four options: 'US Citizen', 'US Permanent Resident', 'Foreign National w/FIN', and 'Foreign National w/DAUID'. A red box highlights the entire dropdown area, and a yellow callout bubble with the number '8' points to the menu.

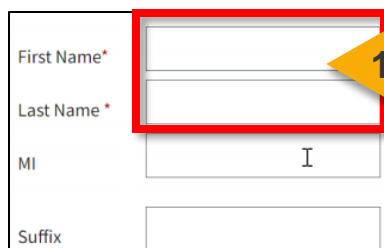
Step 9: Enter your **SSN** or **DAUID** in the appropriate field. *If you do not have either number, please go to the [FAQ website](#) for additional guidance.*



A screenshot of the SSN and DAUID input fields. The 'SSN' field is highlighted with a red box and a yellow callout bubble with the number '9'. Below it is a link that says 'What if I don't have a SSN/DAUID?'. The 'DAUID' field is also visible below the link.

Hover over the SSN heading to understand the requirement of providing your SSN.

Step 10: Enter your **First and Last Name** in the corresponding fields.



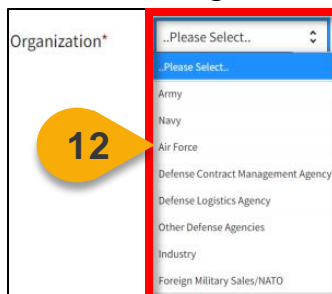
A screenshot of the name input fields. The 'First Name' and 'Last Name' fields are highlighted with a red box and a yellow callout bubble with the number '10'. Below these are fields for 'MI' and 'Suffix'.

Step 11: Select your designation from the **Designation** dropdown.



A screenshot of the 'Designation' dropdown menu. The menu is open, showing four options: 'Active Military', 'Reserve Military', 'Civilian', and 'Contractor'. A red box highlights the entire dropdown area, and a yellow callout bubble with the number '11' points to the menu.

Step 12: Select your organization from the **Organization** dropdown.



A screenshot of the 'Organization' dropdown menu. The menu is open, showing a list of organizations including 'Army', 'Navy', 'Air Force', 'Defense Contract Management Agency', 'Defense Logistics Agency', 'Other Defense Agencies', 'Industry', and 'Foreign Military Sales/NATO'. A red box highlights the entire dropdown area, and a yellow callout bubble with the number '12' points to the menu.

Request an Account Using the SAAR Form (Cont. 3)

Step 13: Select your sub organization from the **Sub Org** dropdown.

Sub Org.* 13

Step 14: Enter your telephone number in the **Telephone** field.

Telephone* 14

Step 15: Enter your email address in the **Email** field.

Email* 15

Step 16: Complete all fields in the **Supervisor Details** section.

SUPERVISOR DETAILS

16

First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Supervisor Email*	<input type="text"/>	Supervisor Phone*	<input type="text"/>

Step 17: Read the User Agreement and select the **I Agree** box.

I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when the access is no longer required.

* I Agree ☒ 17

Step 18: Enter the captcha security code in the **Type the code from the image** field.

Note: You may select the green arrows to generate a new code or select the green sound icon for the code to be read aloud.

18

Type the code from the image

The code is not case sensitive.

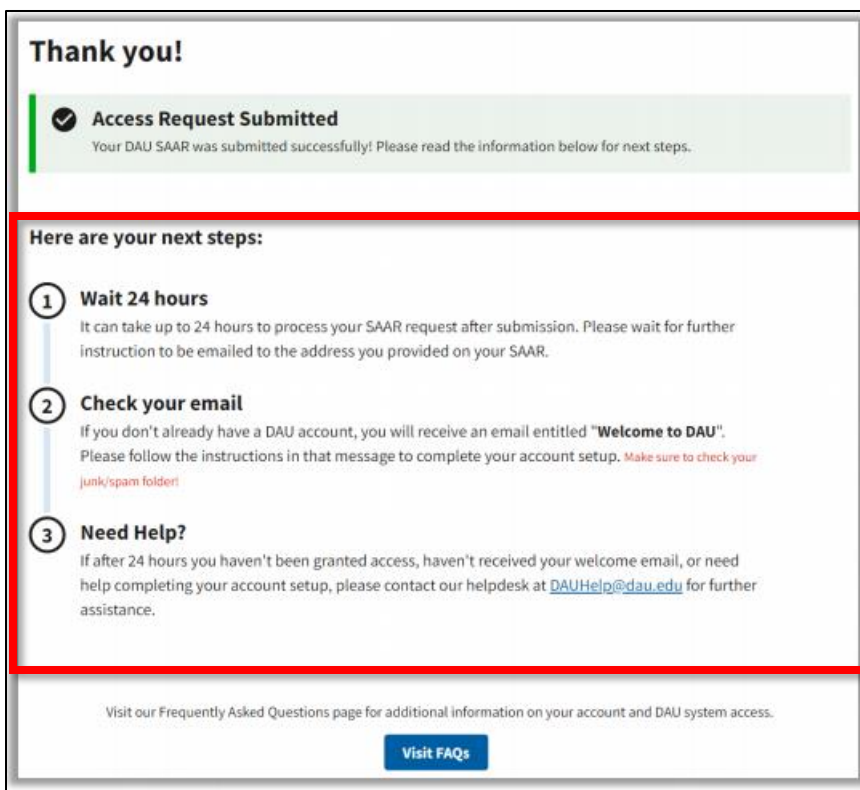
SUBMIT

Request an Account Using the SAAR Form (Cont. 4)

Step 19: Select the **Submit** button.

A screenshot of the SAAR form submission interface. On the left, there is a CAPTCHA area with a red border. It contains a distorted image of the letters 'ZBPTW' and a text input field with the placeholder 'Type the code from the image'. Below the input field, it says 'The code is not case sensitive.' To the right of the CAPTCHA is a blue 'SUBMIT' button, also highlighted with a red border. A yellow callout bubble with the number '19' points to the 'SUBMIT' button.

Step 20: Read the information on the **SAAR Thank You Page** regarding the next steps.

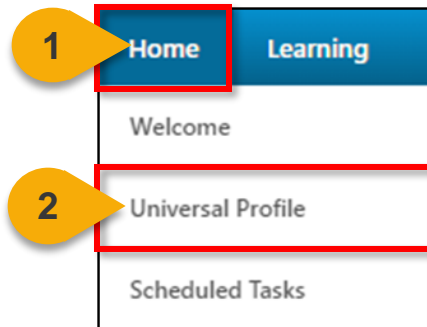
A screenshot of the 'Thank you!' page after submitting a SAAR request. The page has a green header with a checkmark icon and the text 'Access Request Submitted'. Below this, it says 'Your DAU SAAR was submitted successfully! Please read the information below for next steps.' The main content area is titled 'Here are your next steps:' and contains three numbered steps: 1. 'Wait 24 hours' with a note that it can take up to 24 hours to process the request. 2. 'Check your email' with a note that if you don't have a DAU account, you will receive a 'Welcome to DAU' email and should check the junk/spam folder. 3. 'Need Help?' with a note that if you haven't been granted access or received the welcome email after 24 hours, you should contact the helpdesk at DAUHelp@dau.edu. At the bottom, there is a link to 'Visit FAQs'.

NOTE: The **Welcome to DAU** email expires 30 days after being sent. Once you receive the email, use access the [DAU Account Setup](#) page for support with the process of setting up your account.

View User Record

When you want to view your User Record...

Steps 1 & 2: Hover over the **Home** tab, then select the **Universal Profile** tab. You will be taken to the User Record page.



Step 3: To expand a section on the User Record page, click on the **arrow** to the right of that section.

A screenshot of the User Record page. The 'Contact' section is expanded, showing fields for 'Phone:', 'Email:', 'Personal Email:', and 'Mobile:'. The 'Settings' section is collapsed, showing a blue arrow icon. The 'Organization Structure' section is also collapsed, showing a blue arrow icon. A yellow callout bubble with the number '3' points to the blue arrow icon in the 'Contact' section. The page includes the following sections and fields:

- Contact** (Expanded):
 - Phone:
 - Email:
 - Personal Email:
 - Mobile:
- Settings** (Collapsed):
 - Time Zone:
- Organization Structure** (Collapsed):
 - Manager:
 - Dean or Director:
 - Position:
 - Location:
 - HR Admin:
 - Organization: Department of Education (9AL3)
 - Grade:

User Record Fields

When you want more information on User Record fields...

The following data elements are on the User profile for the Federal Acquisition workforce members. To update your User Record information, refer to the next task aid in this document, [Edit User Record via Advanced Form](#).

Prefix: Enter your prefix here, if applicable.

First Name: Enter your first name here (required). This is displayed on all course completion certificates and email notifications.

Middle Name: Enter your middle name here, if desired.

Last Name: Enter your last name here (required). This is displayed on all course completion certificates and email notifications.

Suffix: Enter your suffix here, if applicable.

User Name: This is your unique Username in CSOD. We recommend using your email address.

User ID: This is your unique identifier in CSOD. This is the number to reference when you contact the Help Desk. You cannot edit this field.

Contact Section:

Address Line 1: Enter the first line of your address here. This field is limited to 110 characters.

Address Line 2: Enter the second line of your address here, if applicable. This field is limited to 55 characters.

City: Enter your city here. This field is limited to 35 characters.

State: Enter your state here. This field is limited to 30 characters.

Zip: Enter your zip code here.

Country: Select your country from the drop-down menu.

User Record Fields (Cont. 1)

Phone: Enter your preferred work phone number here. This is the phone number used by the help desk.

Email Address: Enter your work email address here. This is the address that will receive all CSOD notifications.

Personal Email Address: Your personal email will not be used by FAI or CSOD. Please leave this field blank.

Settings Section

Time Zone: Select your time zone from the drop-down menu.

Organization Structure Section

Manager: This field is not editable by end Users. Please view the “Update Manager” task aid for directions on how to update your manager via the “My Account” page.

HR Admin: This field will not be used by employees of Federal Organizations. Please leave blank.

Dean or Director: This field will not be used by employees of Federal Organizations. Please leave blank.

Organization ID: Select your organization from the options in the pop-up (required). The accuracy of this field is critical to your CSOD experience.

Position: This field will not be used by employees of Federal Organizations. Please leave blank.

User Record Fields (Cont. 2)

Grade: Select your grade from the pop-up. If you are not in the General Schedule, they will find your grade under the FAI_Grade category.

Location: This field will not be used by employees of Federal Organizations. Please leave blank.

Defense Acquisition Workforce Information Section

This section is User by other organizations in CSOD. Federal Organization's employees will not see fields in this section.

Defense Security Cooperation Workforce

This section is User by other organizations in CSOD. Federal Organization's employees will not see fields in this section.

Federal Acquisition Workforce

Acquisition Workforce (AWF): Use this drop-down field to identify as a member of the Federal Acquisition Workforce.

Contracting Officer's Representative (COR): Use this drop-down field to identify as a COR on a contract.

Other Demographics

Disability: Check this field to indicate you require reasonable accommodations.

Citizen Type: Select your citizenship type. This form is initially populated by your SAAR Access Request Form.

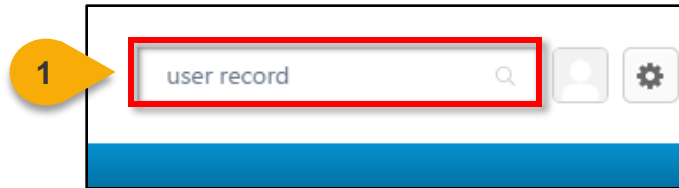
Organization Designation: Select your Organization Designation from the drop-down menu. This form is initially populated by your SAAR Access Request Form.

Job Series: Enter your Job Series to identify your occupational job family (example: 1102)

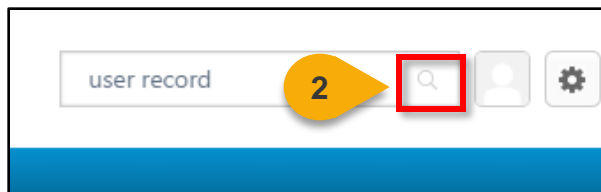
Edit User Record via Advanced Form

When you want to edit the User Record using Advanced Forms...

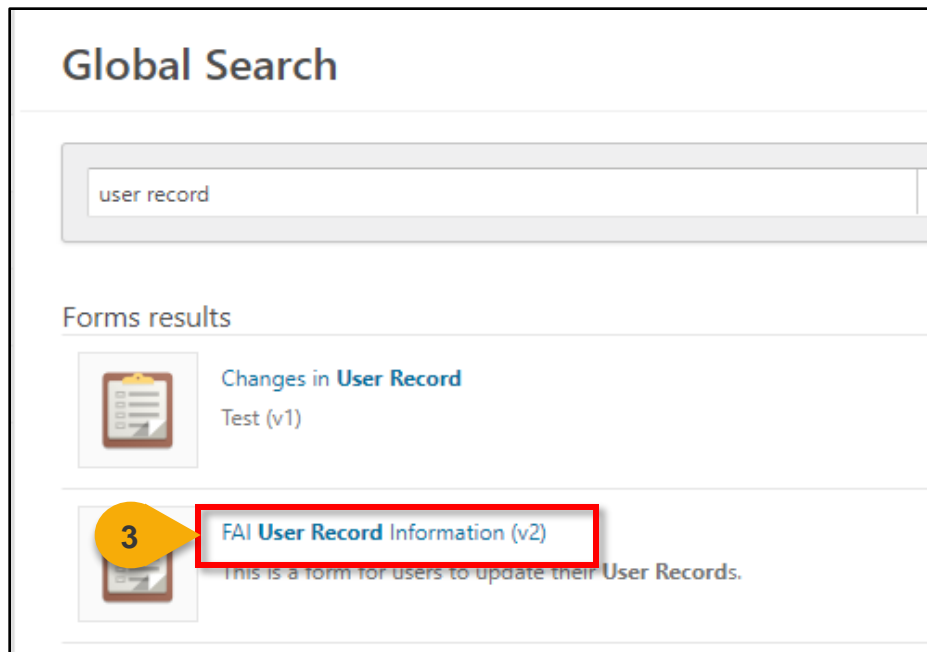
Step 1: Type **User Record** into the Global Search box.



Step 2: Click the **Magnifying Glass** to search.

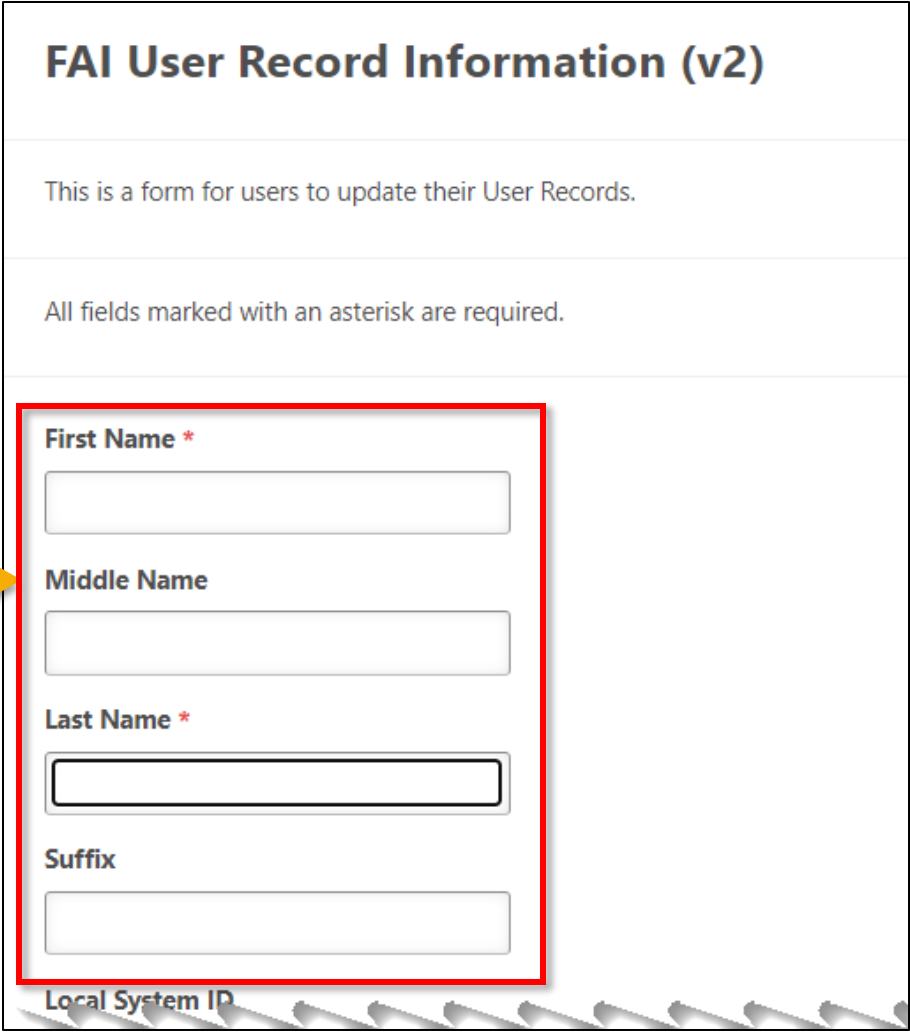


Step 3: In the search results click the form name, **FAI User Record Information** to open the form.



Edit User Record via Advanced Form (Cont. 1)

Step 4: Fill in the form. Fields with an * are required.



FAI User Record Information (v2)

This is a form for users to update their User Records.

All fields marked with an asterisk are required.

First Name *

Middle Name

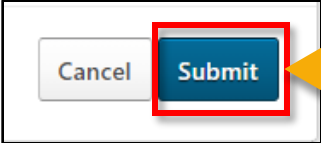
Last Name *

Suffix

Local System ID

4

Step 5: When you are finished click **Submit**, You will see the changes reflected on your User Record immediately.



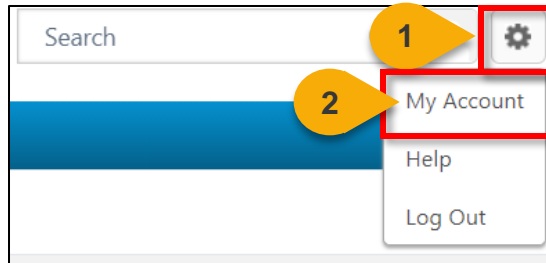
Cancel Submit

5

Update Manager

When you want to update your supervisor/manager in CSOD...

Steps 1 & 2: Hover over the **Gear icon** in the top right of your page and click **My Account**.



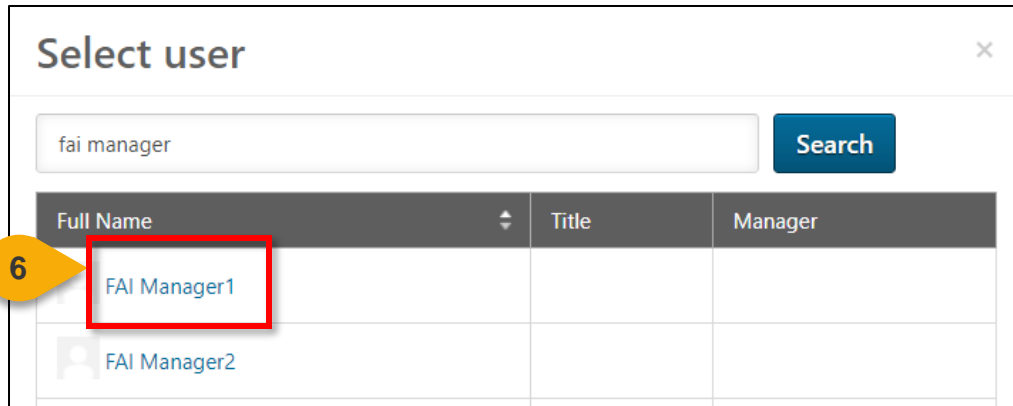
Step 3: The Preferences page will open. Click the **pop-out icon** next to your current supervisor/manager's name.

Step 4: A new window will open. Type your supervisor/manager's name into the **Search for people box**.

Step 5: Click **Search**.

Update Manager (Cont. 1)

Step 6: All Users with that name will appear. CSOD only provides you with a few details to differentiate these Users. If you know your manager/supervisor's manager, that can help you distinguish between Users. Click the User's **name** to add them as your supervisor/manager.

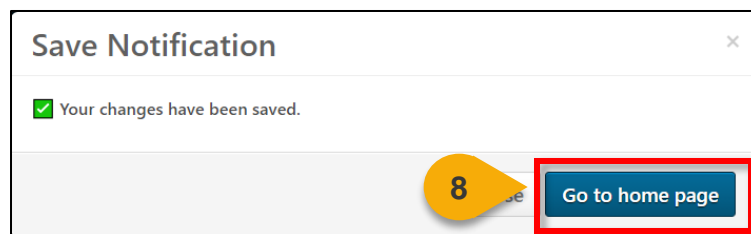


Full Name	Title	Manager
FAI Manager1		
FAI Manager2		

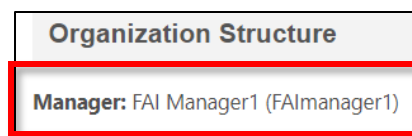
Step 7: You will be returned to the Preferences page. Click **Save**.



Step 8: A pop-up will appear and let you know your changes were saved. Click **Go to home page** to be returned to the Welcome page.



Step 9: To confirm you have selected the correct supervisor/manager, use the "View User Record" task aid to view the Manager field. This will display the DAU ID of the individual you selected. Contact your manager to confirm you have selected the correct User.



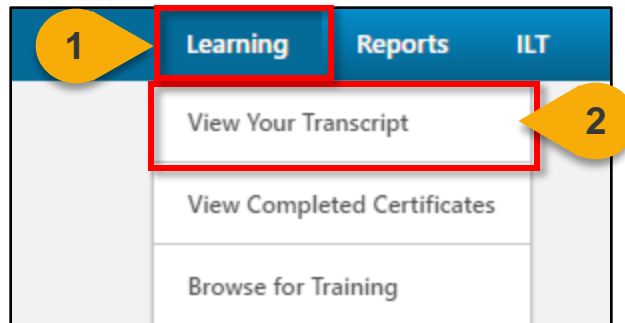
Organization Structure

Manager: FAI Manager1 (FAImanager1)

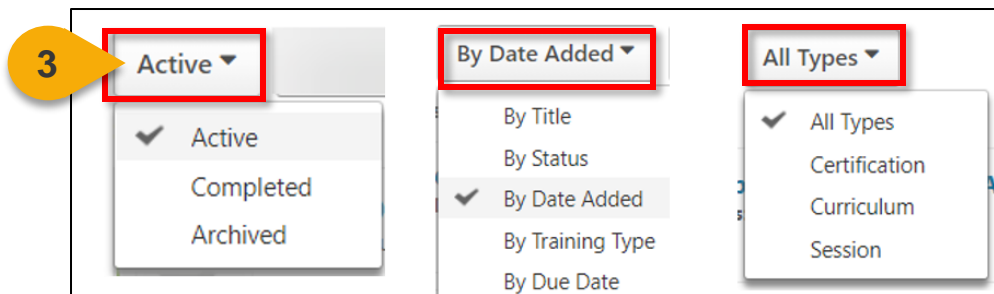
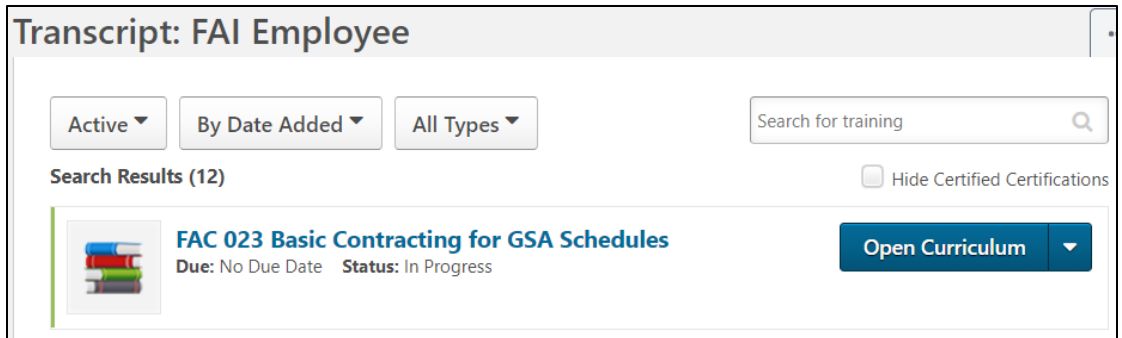
View User Transcript

When you want to view your Transcript...

Steps 1 & 2: Hover over the **Learning** tab and then select **View Your Transcript**.



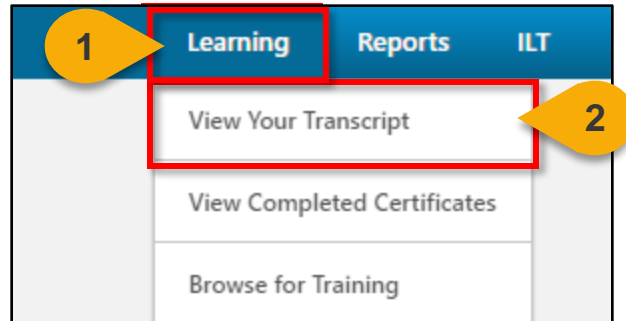
Step 3: You will be taken to your Transcript. You can click the **dropdown arrow** filter to show Active, Completed, and Archived courses. By default, only active courses you have not completed will be listed. Click on the **arrows** by each filter for dropdowns to sort the courses.



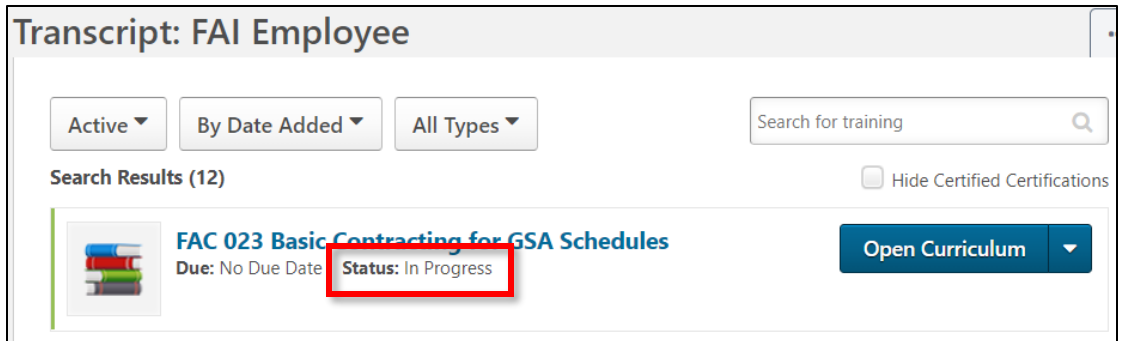
View Transcript Status

When you want to view your Transcript status...

Steps 1 & 2: Hover over the **Learning** tab and then select **View Your Transcript**.



Your Transcript will display in the screen. The **status** of your courses will be listed underneath the title of the course.





Online Training

Use Global Search

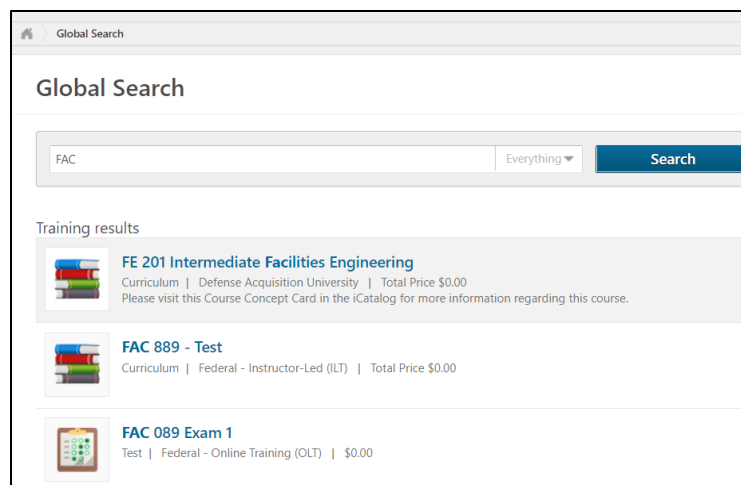
When you want to search for Training, Certifications, or Forms...

Global Search: This predictive search bar, found at the top right of the home page, helps Users search for training, certification and forms.

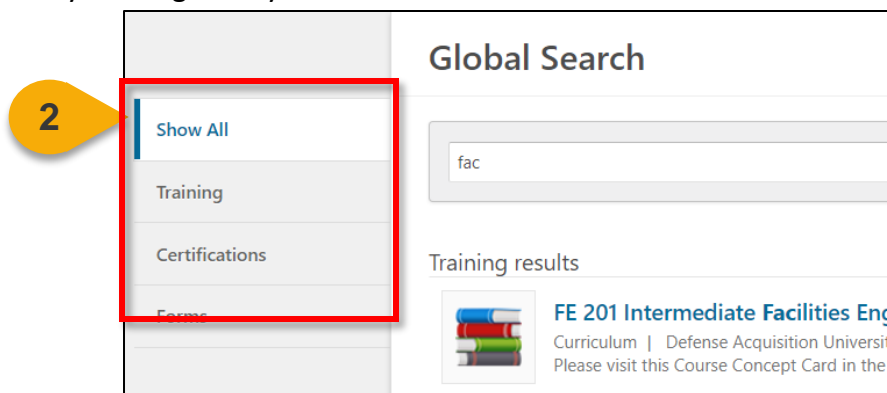
Step 1: Enter your desired Search Terms and click the **Magnifying Glass** or hit enter to search.



The page will refresh, and your results will be listed on the page.

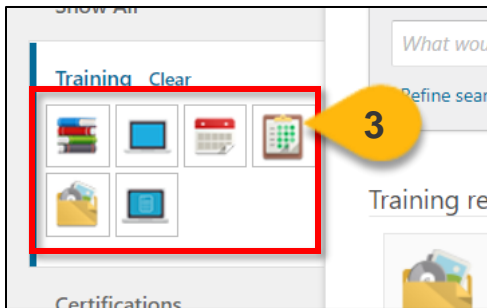


Step 2: To the left of the search bar, you can choose to filter by **Training, Certifications, or Forms** by clicking on any of these items.

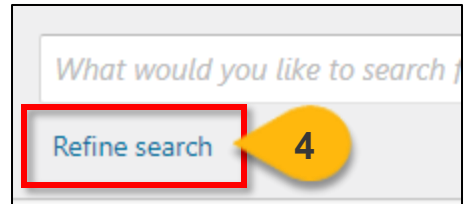


Use Global Search (Cont. 1)

Step 3: When searching for training, click the Training filter to expand the menu further. Click **any Training Type** to filter by that type.



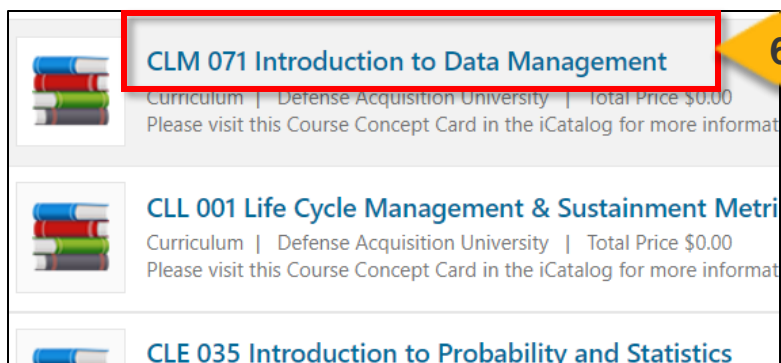
Step 4: The Refine Search option will appear under the search bar. Click **Refine Search** to view additional filters.



Step 5: Use any of the fields to refine your search and then click **Search**.

A screenshot of a 'Refine your search' form. The form contains several input fields: 'Title', 'Description', 'Subject', 'Provider', 'Location', and 'DAU Course Code'. At the bottom right of the form, a blue button labeled 'Search' is highlighted with a red rectangular box. A yellow callout bubble with the number '5' points to this button.

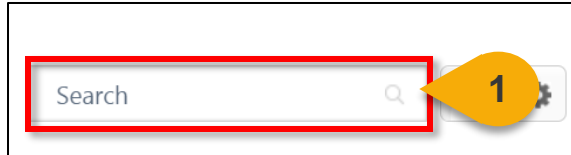
Step 6: To open any search result, click the search result **title**.



Register for Online Training (OLT)

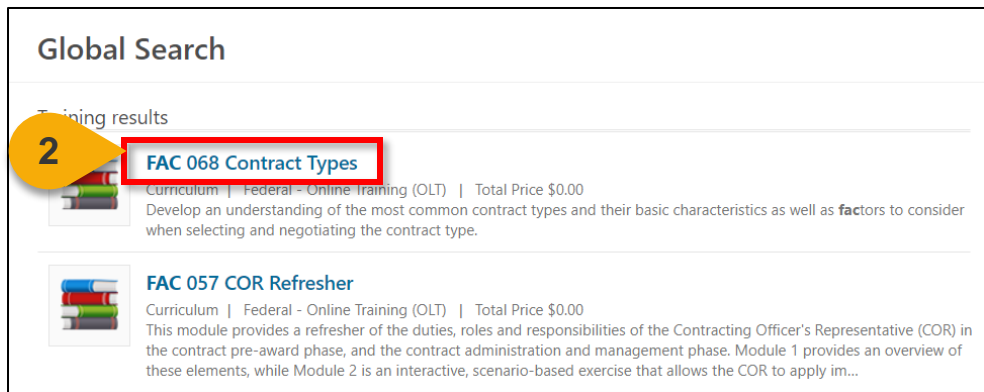
When you want to register for Online Training...

Step 1: Type the name of the OLT you would like to take into the Global Search box and click the **magnifying glass** or hit enter. See the “Use Global Search” task aid for more information on searching for training.



A search box with the placeholder text "Search". To the right of the box is a magnifying glass icon. A yellow callout bubble with the number "1" points to the magnifying glass icon.

Step 2: Your search results will appear on the next page. Click the **title** of the OLT you would like to take.



Global Search

Training results

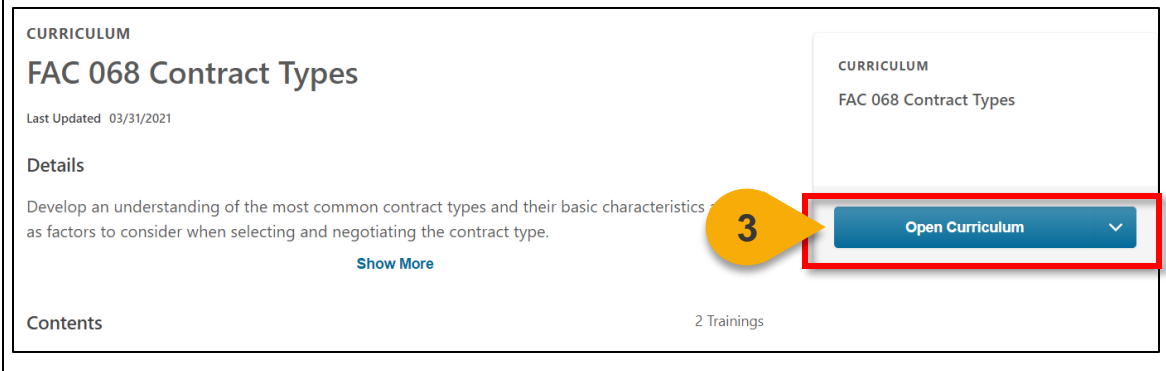
FAC 068 Contract Types

Curriculum | Federal - Online Training (OLT) | Total Price \$0.00
Develop an understanding of the most common contract types and their basic characteristics as well as **factors** to consider when selecting and negotiating the contract type.

FAC 057 COR Refresher

Curriculum | Federal - Online Training (OLT) | Total Price \$0.00
This module provides a refresher of the duties, roles and responsibilities of the Contracting Officer's Representative (COR) in the contract pre-award phase, and the contract administration and management phase. Module 1 provides an overview of these elements, while Module 2 is an interactive, scenario-based exercise that allows the COR to apply im...

Step 3: Click the **Open Curriculum** button to register for the OLT. The course will then be added to your Transcript with a status of In Progress.



CURRICULUM

FAC 068 Contract Types

Last Updated 03/31/2021

Details

Develop an understanding of the most common contract types and their basic characteristics as factors to consider when selecting and negotiating the contract type.

[Show More](#)

Contents

2 Trainings

CURRICULUM

FAC 068 Contract Types

Open Curriculum ▼

Register for Online Training (OLT) (Cont. 1)

Step 4: The Curriculum Player page will show. You will see all components that are a part of the curriculum. Click **Launch** to start the training. The training will open in a new window.

The screenshot shows the Curriculum Player interface for 'FAC 068 Contract Types'. On the left, a sidebar displays 'CURRICULUM PROGRESS' at 0%. The main content area has a title 'FAC 068 Contract Types' and an 'Options' dropdown. Below the title, a description states: 'Develop an understanding of the most common contract types and their basic characteristics as well as factors to consider when selecting and negotiating the contract type.' Two curriculum items are listed: 'FAC 068 Contract Types' (Status: Registered, Due: No Due Date) and 'FAC 068 (FED) Assessment Questions' (Status: Pending Prior Training, Due: No Due Date). A yellow callout bubble with the number '4' points to a red-bordered 'Launch' button with a dropdown arrow, located next to the first item.

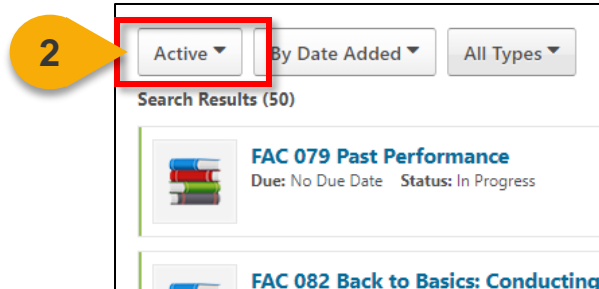
View Completion Certificate

When you want to view/download/print a completion certificate...

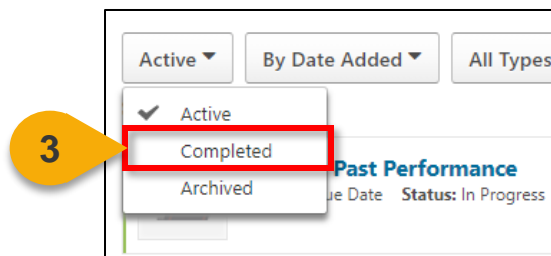
Step 1: Use the View User Transcript” task aid to navigate to your task aid.



Step 2: Click the **Active** filter.



Step 3: Select **Completed** to only view your completed training.



Step 4: Click **View Certificate** across from the Learning Object you wish to view a certificate for. The certificate will open in a new window.





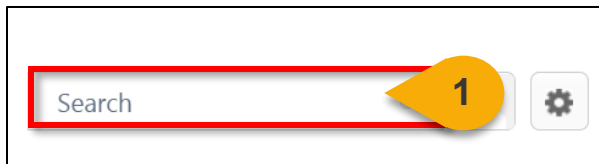
Instructor- Led Training



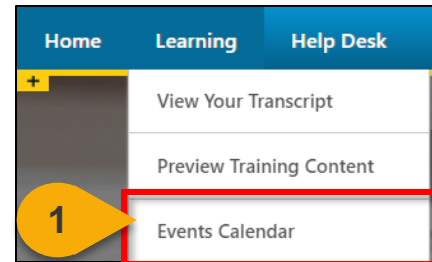
Register for Instructor-Led Training (ILT)

When you want to register for an Instructor Led Training...

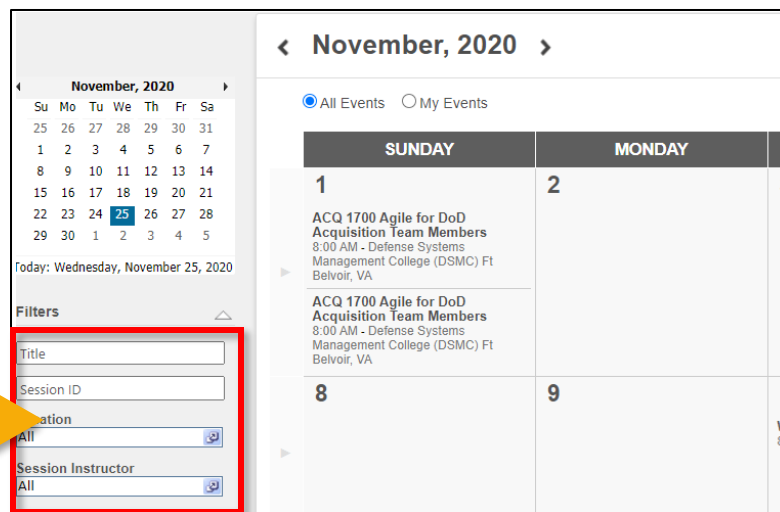
Step 1: Use **Global Search** or **Events Calendar** to find the instructor-led training course you'd like to take.



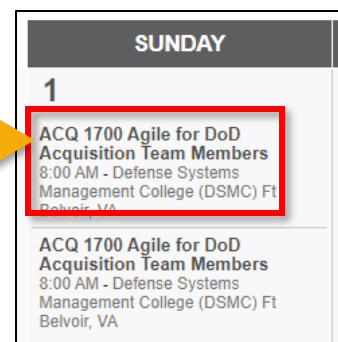
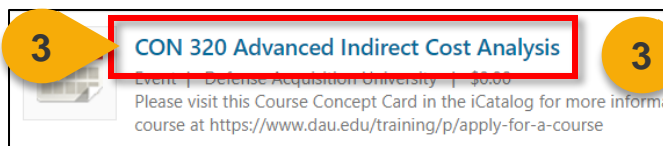
Search



Step 2: On the Events Calendar, you can search by Title, Session ID, Subject, or Instructor.



Step 3: In either location, click the **Event name** to view the occurrences (Sessions) of that Event.

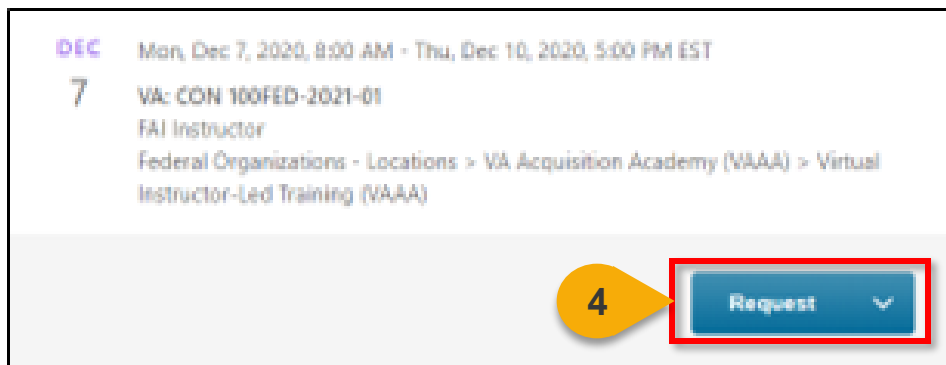


Register for Instructor-Led Training (ILT) (Cont. 1)

Step 4: Locate the Session you wish to enroll in. Depending on your Agency and the Session configurations you may see different options. Click **Request** or **Waitlist**. You will now be able to view the Session on your Transcript.

Request: This will enroll you in the Session. If you are a VA User enrolling in a VA Session, your spot in the course will be Pending Approval as the request is routed through the approval workflow.

Waitlist: If you see the waitlist option, the Agency sponsoring this Session may not be allowing Users from your Agency at this time or the course may be full. Choose this option to be placed on the Waitlist for the Session.



The screenshot shows a training session card. At the top, it says 'DEC' in purple and '7' in large blue font. To the right, it says 'Mon, Dec 7, 2020, 8:00 AM - Thu, Dec 10, 2020, 5:00 PM EST'. Below this, it says 'VA: CON 100FED-2021-01', 'FAI Instructor', and 'Federal Organizations - Locations > VA Acquisition Academy (VAAA) > Virtual Instructor-Led Training (VAAA)'. At the bottom right, there is a blue button labeled 'Request' with a dropdown arrow. A yellow callout bubble with the number '4' points to this button. The button is highlighted with a red rectangular border.

Indicate Interest in a Future Session

When interested in a course once new Sessions become available...

Step 1: Use Global Search to search for the course you'd like to take. Refer to the "Use Global Search" task aid. Click on the **Event Title**.

The screenshot shows the 'Global Search' interface. At the top, there is a search bar with the placeholder text 'What would you like to search for?' and a dropdown menu set to 'Training'. A blue 'Search' button is to the right. Below the search bar is a link that says 'Refine search'. The search results are titled 'Training results (132)'. The first result is 'CMC 200 Fees, Financing, and Payments', which is highlighted with a red box. To the left of this result is a yellow callout bubble with the number '1'. Below the title, it says 'Event | Defense Acquisition University | \$0.00'. Further down, there is a paragraph of text: 'Please visit this Course Concept Card in the iCatalog for more information regarding this course. You can apply for this course at <https://www.dau.edu/training/p/apply-for-a-course>'.

Step 2: On the on the Event page, click either the **Notify Me** or **Notify Me of New Sessions** button.

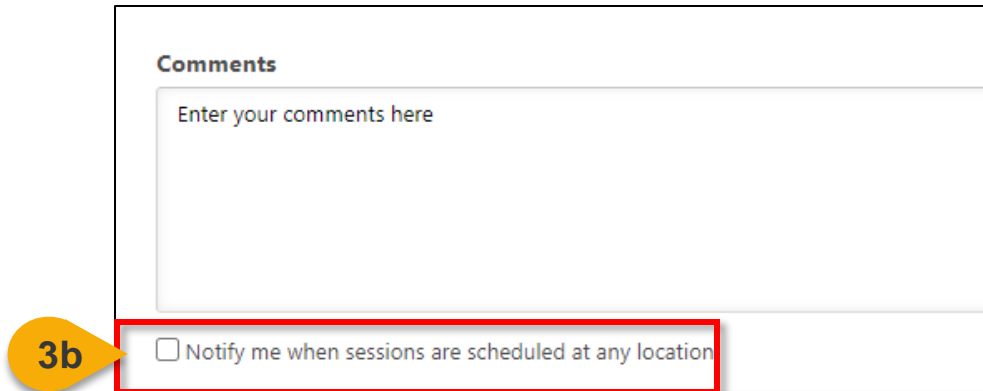
The screenshot shows a portion of an 'EVENT' page. A blue button labeled 'Notify Me' with a dropdown arrow is highlighted with a red box. To the left of this button is a yellow callout bubble with the number '2'. Below the 'Notify Me' button is a dropdown menu titled 'Select a Session'. This menu is open, showing two options: 'Save for Later' and 'Notify Me of New Sessions'. The 'Notify Me of New Sessions' option is highlighted with a red box.

Step 3a: You have the option to select to be notified of Sessions held in a specific location. Click the **pop-out icon** next to the Select a Location field to do this.

The screenshot shows the 'Interest Tracking' section. It features a 'Location' field with the placeholder text 'Select a Location'. To the right of this field is a small square icon with a diagonal line, which is the pop-out icon. This icon is highlighted with a red box. To the right of the red box is a yellow callout bubble with the text '3a'.

Indicate Interest in a Future Session (Cont. 1)

Step 3b: To be notified for all sessions in any location, check the box next to **Notify me when sessions are schedule at any location.**



The screenshot shows a form with a 'Comments' section containing a text input field with the placeholder 'Enter your comments here'. Below the comments section, a checkbox is labeled 'Notify me when sessions are schedule at any location.' A red rectangular box highlights the checkbox and its label. A yellow callout bubble with the number '3b' points to the checkbox.

Step 4: Once you have completed selecting the location preferences, click the **Submit button** at the bottom of the page. You will receive an email notification when new Sessions are added that meet the location criteria you provided.

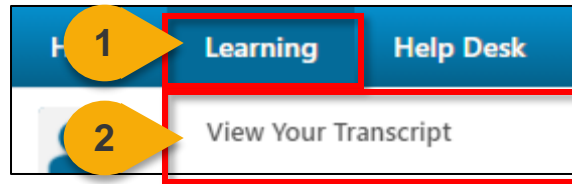


The screenshot shows a 'Submit' button with a blue background and white text. A yellow callout bubble with the number '4' points to the button. The button and callout are enclosed in a black rectangular border.

Withdraw from an ILT

When you need to withdraw from an ILT course...

Steps 1 & 2: Hover over the **Learning** tab and select **View Your Transcript**.



Step 3: Search and find the course you wish to withdraw. Select **Withdraw**. **Note:** If Withdraw is not the option in the blue button, you may need to click the triangle to expand the menu.




Step 4: Select a reason for withdrawal in the **Please select a reason** dropdown.

A screenshot of the 'Withdraw Registration' form. At the top, it says 'If you withdraw your registration for this session, you will immediately lose your seat for this session.' Below this is a section titled 'Session Details' with the following information: 'Event Name: Con 100 (FED): Shaping Smart Business Arrangements', 'Date / Time: (1) 12/7/2020 8:00 AM - 12/10/2020 5:00 PM', 'Location: Virtual Instructor-Led Training (VAAA)', and 'Price: \$0.00'. Below the session details is a section titled 'SESSION WITHDRAWAL OPTIONS'. It contains a dropdown menu labeled 'Please select a reason' with a list of options: 'Please select a reason', 'Other', 'Illness/Family Emergency', 'Inclement Weather', 'Leave', 'No Longer Needed', 'Reschedule Due to Conflict', 'TDY', 'Technology Issue', and 'Workload'. The dropdown menu is highlighted with a red box and a yellow callout bubble with the number '4'.

Step 5: Click **Submit** to withdraw.

A screenshot of the bottom of the 'Withdraw Registration' form. It shows a list of reasons for withdrawal: 'TDY', 'Technology Issue', and 'Workload'. Below this list are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red box and a yellow callout bubble with the number '5'.

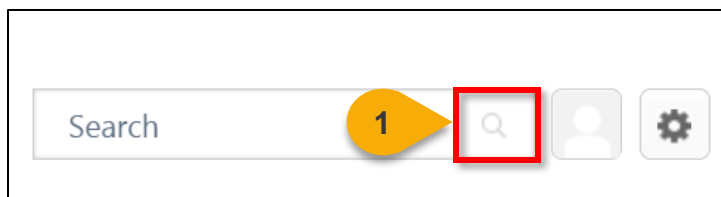


Equivalency & Fulfillment Forms

Submit an Equivalency/Fulfillment Form

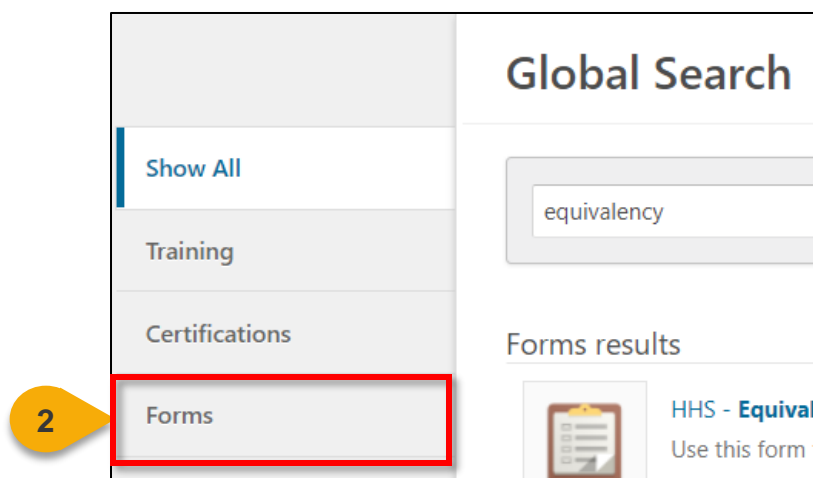
When you want to request Equivalency or Fulfillment for a Course...

Step 1: Use Global Search to search for the keyword “Equivalency”. Click the **Magnifying Glass** to search.



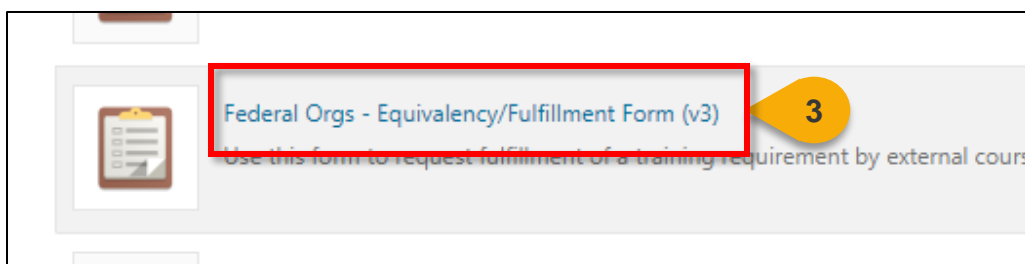
A search bar with the text "Search" inside. To the right of the search bar is a magnifying glass icon, which is highlighted by a red rectangular box. A yellow callout bubble with the number "1" points to the magnifying glass icon. To the right of the magnifying glass icon are two other icons: a person icon and a gear icon.

Step 2: Click on **Forms** to view only Forms in the results page.



A screenshot of the "Global Search" results page. On the left side, there is a vertical menu with four options: "Show All", "Training", "Certifications", and "Forms". The "Forms" option is highlighted by a red rectangular box. A yellow callout bubble with the number "2" points to the "Forms" option. On the right side, the search results are displayed. The search term "equivalency" is entered in the search bar. Below the search bar, the text "Forms results" is visible. There is a small icon of a clipboard with a checklist and the text "HHS - Equivalency" and "Use this form to...".

Step 3: Click on the **Equivalency/Fulfillment Form** for your Agency.




A screenshot of the "Equivalency/Fulfillment Form (v3)" link. The link is highlighted by a red rectangular box. A yellow callout bubble with the number "3" points to the link. To the left of the link is a small icon of a clipboard with a checklist. Below the link, there is a description: "Use this form to request fulfillment of a training requirement by external course..."

Submit an Equivalency/Fulfillment Form (Cont. 1)

Step 4: Select the **dropdown arrow** to choose the course for which you would like an equivalency.


Equivalency & Fulfillment Request
Please provide the information below to indicate how you have fulfillment requirements for course equivalency.


Please Select the Course You Would Like Equivalency For

Select 

Step 5: Select the **course** from the dropdown menu.

Please Select the Course You Would Like E

Select 

✓ Select 

ACQ 370 (FED)


AQN PBA

Please List.

Step 6: If the course you are trying to request an equivalency for is not available in the dropdown, choose Other and enter the course code in the field labeled **If You Selected "Other", Please List.** **Note:** You must use the format ABC 123 (FED) or your request will not be approved.

Equivalency & Fulfillment Request
Please provide the information below to indicate how you hav

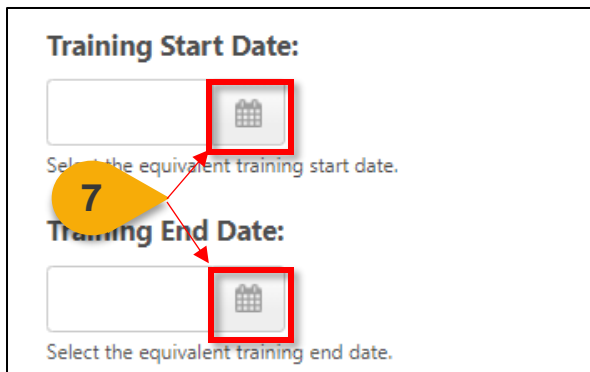
Please Select the Course You Would Like Equivalency For

Select 

If You Selected "Other", Please List.

Submit an Equivalency/Fulfillment Form (Cont. 2)

Step 7: Click the **calendar icons** to enter the Training Start and End dates.



Training Start Date:

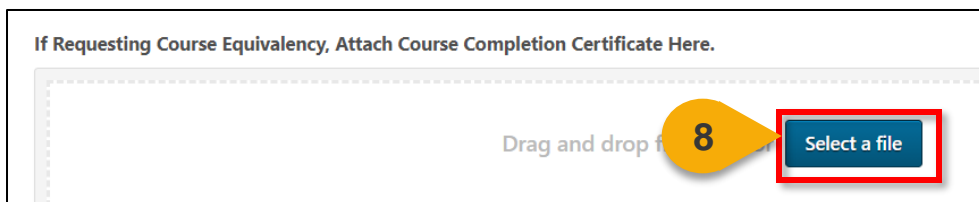
Select the equivalent training start date.

7

Training End Date:

Select the equivalent training end date.

Step 8: Click **Select File** to add any supporting documentation in the attachment sections. You can add multiple attachments to any section.



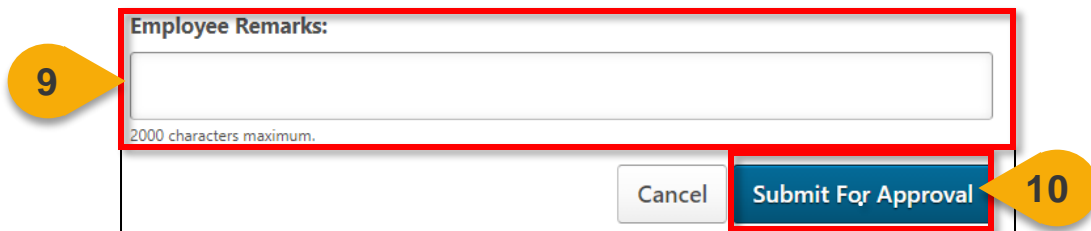
If Requesting Course Equivalency, Attach Course Completion Certificate Here.

Drag and drop file

8

Select a file

Steps 9 & 10: Enter any supporting comments in the **Employee Remarks** field. Click **Submit for Approval** to route to your Agency Equivalency and Fulfillment Approvers. Please note: The timeframe for approving requests varies by Agency. After final approval, the course will appear on your Transcript, marked as “Exempt”, within 14 days.



9

Employee Remarks:

2000 characters maximum.

Cancel

Submit For Approval

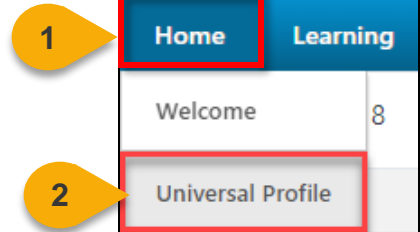
10

To view your submitted requests and to check your form status, please view the View Submitted Forms and View Form Status Task Aids.

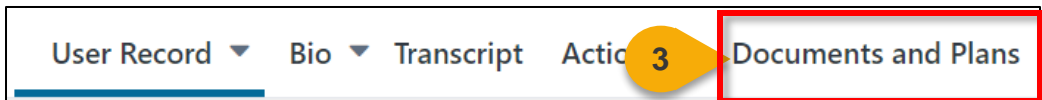
View Submitted Forms

When you want to see the forms you've submitted...

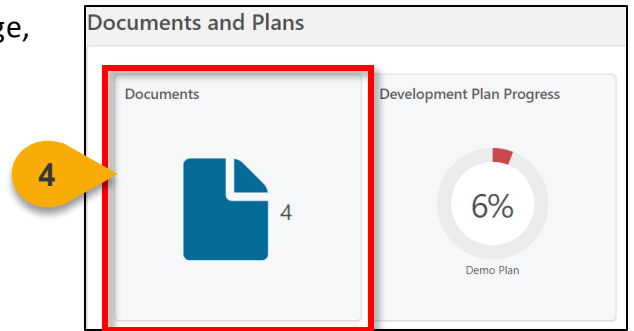
Steps 1 & 2: Hover over **Home** and click **Universal Profile**.



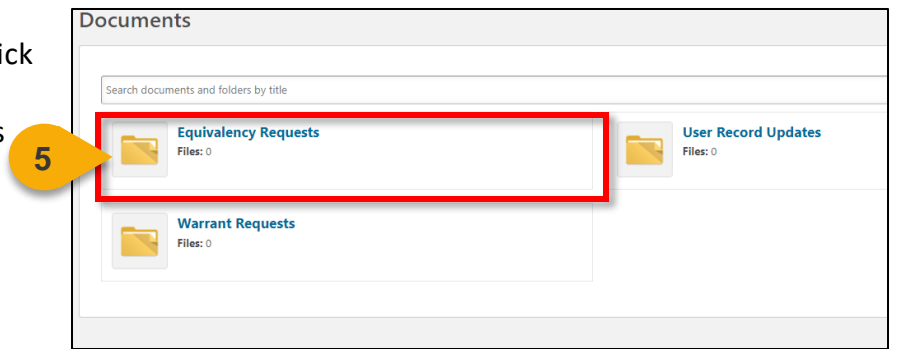
Step 3: Click **Documents and Plans**.



Step 4: On the Documents and Plans page, click **Documents**.



Step 5: On the Documents page, click the **folder** you'd like to view the contents of.



Equivalent Requests:
Contains
Equivalent/Fulfillment
Forms you have submitted.

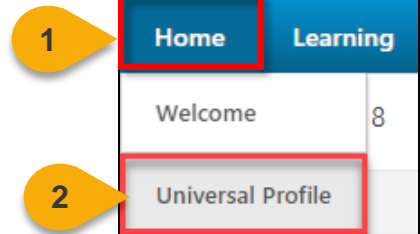
Warrant Requests:
Contains Warrant Forms
you have submitted.

User Record Updates:
Contains User Record
Update Forms you have
submitted.

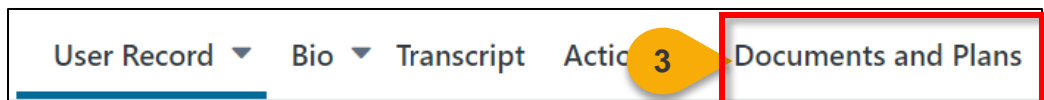
View Form Status

When you want to see the status of the forms you've submitted...

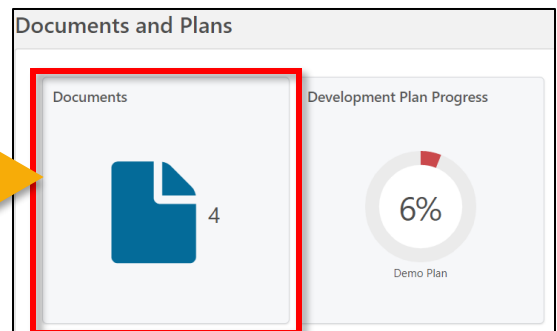
Steps 1 & 2: Hover over **Home** and click **Universal Profile**.



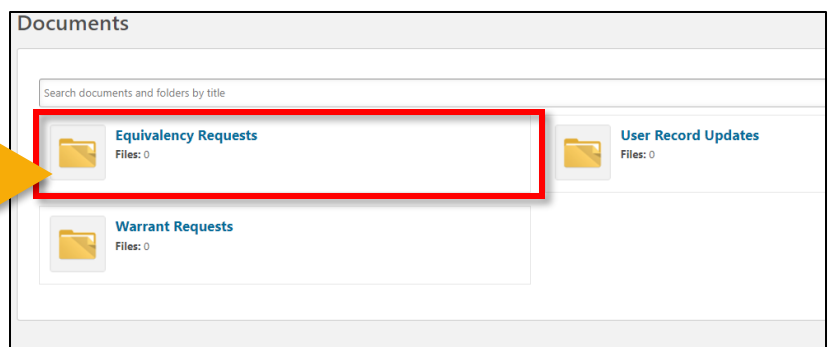
Step 3: Click **Documents and Plans**.



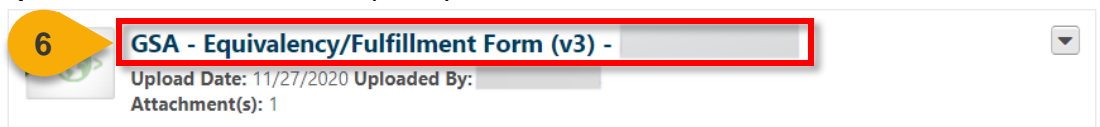
Step 4: On the Documents and Plans page, click **Documents**.



Step 5: On the Documents page, click the **folder** for the request you'd like to view.



Step 6: Click the **title** of the request you'd like to view.



View Form Status (Cont. 1)

The submitted request will open with the current status in the orange bar at the top.

GSA - Equivalency/Fulfillment Form (v3)

Form denied.

Use this form to request fulfillment of a training requirement by external coursework or experience.

Equivalency & Fulfillment Request

Please provide the information below to indicate how you have fulfillment requirements for course equivalency.

Pending Approval

Your request is awaiting approval.

Approved

Your request has been approved.

Returned

Your request has been returned to you for additional information or attachments.

Denied

Your request was denied. A new form must be submitted if you'd like to correct the documentation.

A modern glass skyscraper with a grid-like facade, viewed from a low angle looking up. The building is partially obscured by a large, light gray geometric shape in the foreground.

Certifications



Request and Manage a Certification

When you want to request a Certification...


Step 1: In Global Search, **type** in the Certification you wish to request and click the **Magnifying Glass**.



Search

Step 2: In the results, click the **Certification Title**.

Certifications results




FAC P/PM Entry Level
Contracting • FAC P/PM

The FAC-P/PM contains three (3) levels of certification that provides the required training and experience for Program and Project Management professionals. The FAC-P/PM shall be recognized by all federal civilian agencies as evidence that an employee meets core requirements to perform program and project management functions.

Step 3: The Training Details for this Certification will open. Click **Request**.

Training Details




FAC P/PM Entry Level
Certification • Contracting • FAC-P/PM

Request

Step 4: You will be directed to your Transcript page. The Certification will be listed on the screen under Active courses with an “In Progress” status. Click **Manage** to view the Certification’s requirements.

Active ▾ By Date Added ▾ All Types ▾ Search for training

Search Results (1)



FAC-C Level 1
Due: No Due Date Status: In Progress Expiration Date: None

Manage ▾

Request and Manage a Certification (Cont. 1)

Certification Details Columns:

Title: The title of the Learning Object you need to complete. This could be a checklist, a training, or another Certification.

Type: The Learning Object type.

Completion: How many completions this Learning Object is worth. As a student, you can ignore this column.

Status: Your Learning Object Status (Not Activated, In Progress, Completed).

Options: Actions you can take on this Learning Object.

Credited: Whether completion of this Learning Object has been credited towards your Certification.

Step 6: Scroll down the Certification Details page to view the requirements for this certification and your progress towards meeting those requirements. You can request any items required for the Certification from this page by clicking the **Request** button in the Options column.

TITLE	TYPE	COMPLETION	STATUS	OPTIONS	CREDITED	DETAILS
Experience & Education (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)						
Federal Education Verification-FAI FAC-C - Lvl 1&2	Observation Checklist	1.00	Not Activated	Request	No	
Federal Experience Verification - FAI FAC-C Lvl 1	Observation Checklist	1.00	Not Activated	Request	No	
Required Training (Required Completion: Min = 12.00, Max = 12.00 / Acquired Completion: 1.00)						
Con 091 (FED): Contract Fundamentals	Event	0.00	Not Activated	Request	No	
CON 121 Contract Planning	Curriculum	1.00	Not Activated	Request	No	
CON 124 Contract Execution	Curriculum	1.00	Not Activated	Request	No	

Did you complete a course that satisfies one of the certification training requirements?

You will need to submit an Equivalent/Fulfillment request for that course. A separate request is needed for each required FAI/DAU course you would like to have exempted. Please see the Task Aid: Submit an Equivalent/Fulfillment Request for more information.

Request Education/Experience Verification

When you need to submit an Education or Experience Verification Checklist for a Certification...

Checklists are used to validate experience and education requirements for Certifications.

Step 1: Refer to the “Request and Manage a Certification” task aid to navigate to the Certification Details page of the Certification you would like to complete. Click **Request** in the Options column of the checklist you would like to complete.

TITLE	OPTIONS
Experience & Education (Required Completion: Min = 2.00, Max = 2.00)	
Federal Education Verification - FAI FAC-C - All Levels	1 Request
Federal Experience Verification - FAI FAC-C Level 1	Request

Step 2: After you click on Request. A popup will appear, click **Request** again.

☒ **Federal Education Verification - FAI FAC-C - All Levels**

Observation Checklist

Details

Description: Please follow the instructions below to attach documents for this requirement.

1. Click the **Attachments** tab
2. Choose the file you wish to upload.
3. Click **Add**. You can upload up to 3 files.

2 Request Close

Step 3: On the Certification Details page, click **View Checklist**.

CERTIFICATION	
TITLE	OPTIONS
Experience & Education (Required Completion: Min = 1.00, Max = 1.00 / Ac	
Federal Experience Verification - FAI FAC P/PM Senior Level	3 View Checklist

Request Education/Experience Verification (Cont. 1)

Step 4: The My Checklists page will open. Click **Checklist Summary** to view the overall progress of any checklists associated with Certifications you are enrolled in.

My Checklists

Birdie Winters

Checklist Summary

Checklist Summary

Filter: All Competencies

☐ Show Completed

Name	Status	Rating/Score	Progress
Federal Experience Verification - FAI FAC P/PM Entry Level	Not Started	-	0%
Federal Experience Verification - FAI FAC P/PM Senior Level	Not Started	-	0%

« Back

Step 5: Click the **name** of the Checklist you wish to complete.

Checklist Summary

Federal Education Verification...


Step 6: Click the **triangle** next to the checklist name to view the requirements for this checklist.

Federal Education Verification-FAI FAC-C - Lvl 1&2

Name: ☐ Exclude Completed

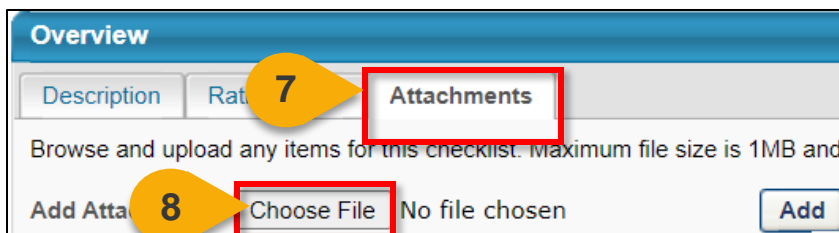
Status: Not Started Due: None 0%

Expand All

Name
 Education Verification - FAI FAC-C - Levels 1&2 Baccalaureate degree from an accredited institution or 24 semester hours of business-related college courses

Request Education/Experience Verification (Cont. 2)

Steps 7 & 8: Click on the **Attachments** tab to upload any necessary documents for the checklist verifier to review. Then click **Choose File** to add a copy of your resume or other relevant documents.



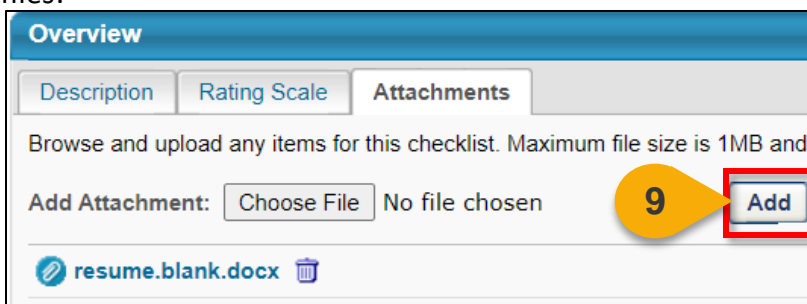
Overview

Description Rating **Attachments**

Browse and upload any items for this checklist. Maximum file size is 1MB and

Add Attachment **Choose File** No file chosen **Add**

Step 9: After you select the file, click **Add** to add the file to your Checklist. You may add up to 3 files.





Overview

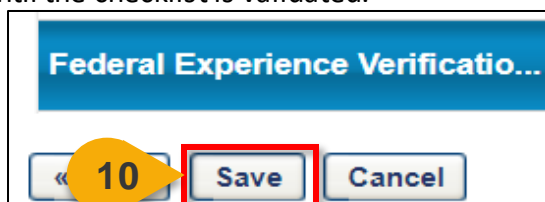
Description Rating Scale **Attachments**

Browse and upload any items for this checklist. Maximum file size is 1MB and

Add Attachment: **Choose File** No file chosen **Add**

 resume.blank.docx 

Step 10: Once all the desired attachments have been added (up to 3), click **Save**. The Checklist will be routed for approval. **NOTE:** Your status will not update on your Certification Details until the checklist is validated.



Federal Experience Verification...

Save **Cancel**

NOTE: Check with your Agency ACM to ensure that you are providing the correct documents to verify your experience.

Need to attach more than 3 documents?

Upload multiple documents as one file, then upload that file as an attachment in the experience section.

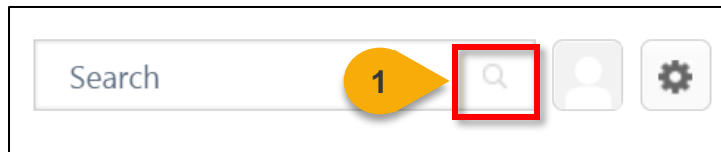
A modern glass skyscraper with a grid-like facade, viewed from a low angle looking up. The building is partially obscured by a large, light gray geometric shape in the foreground.

Warrants

Submit a Warrant Application Form

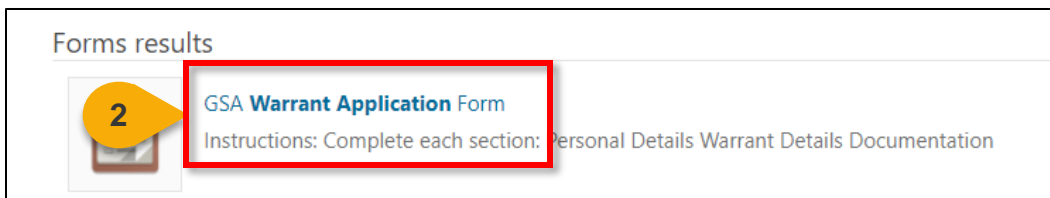
When you need to submit an application for a Warrant

Step 1: You will be notified by your Agency when the application form is available for you. Use Global Search to **search** for the keyword “Warrant Application”. Click the **Magnifying Glass** to search.



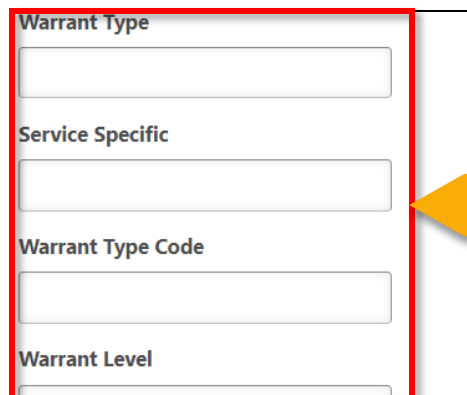
A search bar with the placeholder text "Search". To the right of the bar is a magnifying glass icon, which is highlighted by a red rectangular box. A yellow callout bubble with the number "1" points to this icon. Further right are two smaller icons: a person silhouette and a gear.

Step 2: Click on the **Warrant Application form title** to open the form.



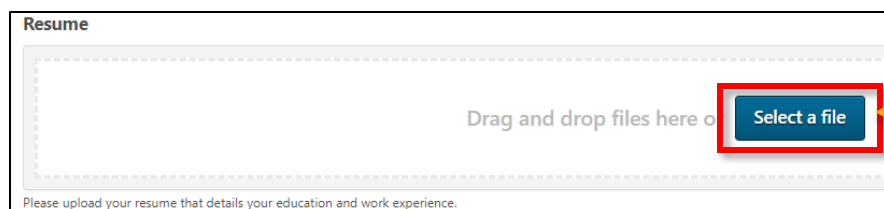
A section titled "Forms results". Below the title is a list of results. The first result is "GSA Warrant Application Form", which is highlighted by a red rectangular box. A yellow callout bubble with the number "2" points to this result. Below the title is a sub-header "Instructions: Complete each section: Personal Details Warrant Details Documentation".

Step 3: Complete all fields as instructed by your Agency. The fields on this form will vary by Agency.



A form with four input fields. The first field is labeled "Warrant Type". The second field is labeled "Service Specific". The third field is labeled "Warrant Type Code". The fourth field is labeled "Warrant Level". All four fields are highlighted by a red rectangular box. A yellow callout bubble with the number "3" points to the right side of the box.

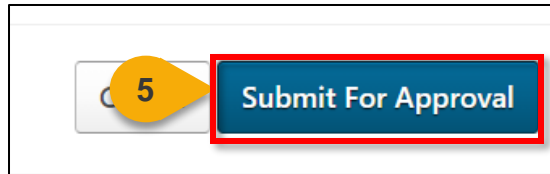
Step 4: In the attachment section, attach all files necessary for your application. You can attach multiple files per section. The attachment fields will vary by Agency. Click **Select a File** and choose the file you wish to attach.



A section titled "Resume". Below the title is a large dashed rectangular box for file upload. To the right of this box is a button labeled "Select a file", which is highlighted by a red rectangular box. A yellow callout bubble with the number "4" points to this button. Below the dashed box is the text "Please upload your resume that details your education and work experience."

Submit a Warrant Application Form (Cont. 1)

Step 5: When your form is complete, click **Submit for Approval**. The form will then be routed through your Agency's approval workflow. If your application is inaccurate or missing any information, it will be returned to you to revise. Refer to the "View Submitted Forms" task aid to see the status of your form at any time.



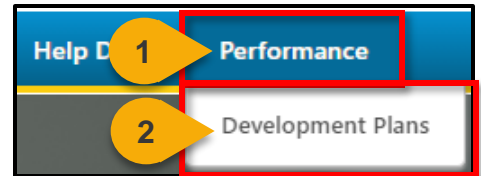


Individual Development Plans

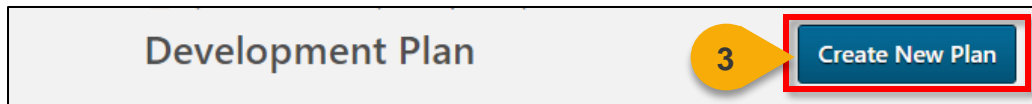
Create an IDP

When you want to create an IDP...

Steps 1 & 2: Hover over **Performance** and click on **Development Plans**.



Step 3: Click on the **Create New Plan** button.



Step 4: Add a **Plan Title**.

A screenshot of the 'General Information' form. The 'Plan Title*' field is highlighted with a red box and a yellow callout bubble with the number '4'. Below the field is a placeholder text: 'Include the name of your plan here'.

Step 5: Select the Category for this IDP from the **Category** dropdown.

A screenshot of the 'Category' dropdown menu. The 'In Role/Current Job' option is highlighted with a red box and a yellow callout bubble with the number '5'. Other options in the dropdown include 'In Role/Different Job', 'Next Role Development', 'Promotional Track', and 'Intern Program Track'.

Create an IDP (Cont. 1)

Step 6: Add a description for this IDP in the **Description** field.

6

Description

B I S U | *I_x* | H1 H2 H3 H4 H5 H6 |

Step 7: In the Development Objectives section, click **Add Objective**.

Development Objectives



There are no development objectives. Would you like to add one?

7 **Add Objective**

Step 8: Enter an **Objective Title**.

8

Add Development Objective

Development Objectives represent what you need to learn or do in order to complete your development plan.

Objective Title

What skills would you like to develop?

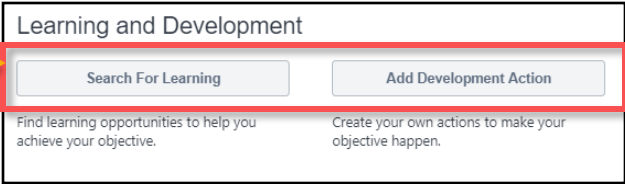
Create an IDP (Cont. 2)

Step 9: Select a category from the **Category** dropdown.



A screenshot of a web form titled "what skills would you like to develop?". Below the title is a "Category" dropdown menu. A red box highlights the dropdown, and a yellow callout bubble with the number "9" points to it. The dropdown menu is open, showing the following options: "Development Objectives" (selected), "Select...", "Development Objectives", "Long-Term (3-5 years)", and "Short-Term (1-2 years)".

Step 10: Add **Development Actions**. Under Learning and Development there are three options you can utilize to add training/development actions to your Objective: **Search for Training** and **Add Development Action**.



A screenshot of a web form titled "Learning and Development". Below the title are two buttons: "Search For Learning" and "Add Development Action". A red box highlights both buttons, and a yellow callout bubble with the number "10" points to the "Search For Learning" button. Below the buttons are two text boxes: "Find learning opportunities to help you achieve your objective." and "Create your own actions to make your objective happen."


Search for Learning:

Encompasses training sessions provided. It allows you to select online sessions.

Add Development Action:

Free text that allows you to add any external training or action item you wish to include in order to develop yourself professionally.

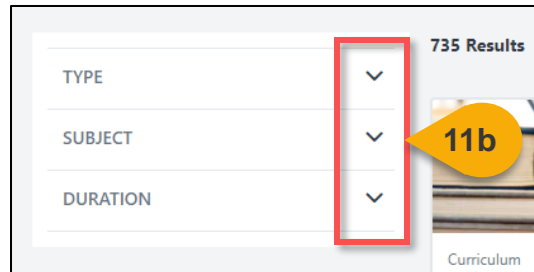
Step 11a: To add training courses available online in Cornerstone, click on **Search For Learning**.



A screenshot of a web form titled "Learning and Development". Below the title are two buttons: "Search For Learning" and "Add Development Action". A red box highlights the "Search For Learning" button, and a yellow callout bubble with the number "11a" points to it. Below the buttons are two text boxes: "Find learning opportunities to help you achieve your objective." and "Create your own actions to make your objective happen."

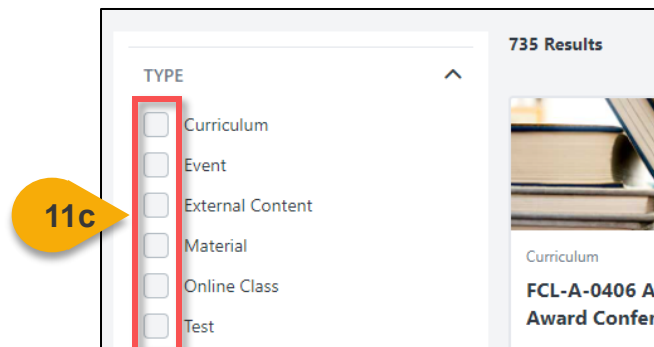
Create an IDP (Cont. 2)

Step 11b: All the available courses will be displayed on the screen. To filter the results displayed, click on the **arrows** next to the filter options to the left of the page.



Step 11c: The filter options will expand on the screen. Select the filter you wish to apply by clicking on the **checkboxes** next to each option.

The results will be updated on the screen based on the filters you select.



Step 11d: You may also search for a specific training course using the **Search bar**.



Create an IDP (Cont. 3)

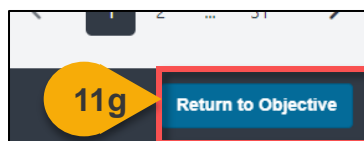
Step 11e: Select the **Add to Objective** link beneath any training you want to add. Multiple training courses can be selected.



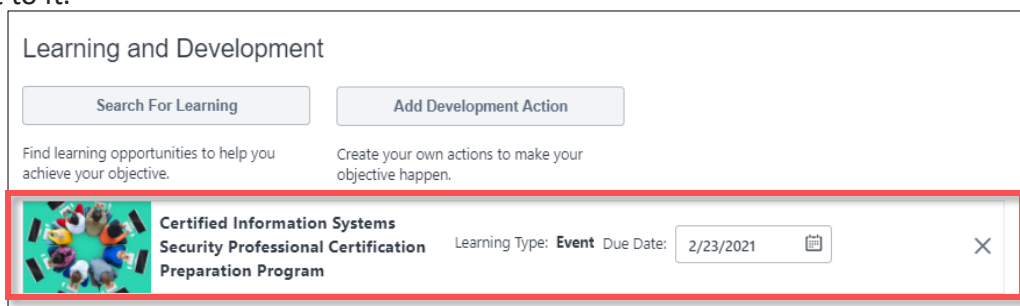
Step 11f: If you change your mind, simply click on **Remove from Objective** and the course will be removed from your IDP.



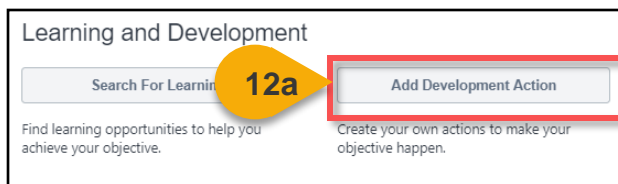
Step 11g: Once you are done selecting the training courses to be added to your Objective, click **Return to Objective** at the bottom of the page.



The course(s) selected will appear on the main Objective screen. By default, the training due date is set up to be due 6 months from now, but this date is editable. Notice that the training can be removed from your Objective by clicking on the **X** icon next to it.



Step 12a: To add action items not in the CSOD catalog to your IDP Objective, click on **Add Development Action**.



Create an IDP (Cont. 4)

Step 12b: A pop-up window will appear on the screen. You must add at description to your development action in the **Description field**.

Development Action

Description*

12b

Step 12c: Select the **activity type** from the Activity Type dropdown menu.

Activity Type

Select...

12c

- Outside Training
- Additional Learning
- Coaching/Mentoring
- On the Job
- Reading
- Shadowing

Step 12d: Confirm the due date for the development item. By default, the due date is set up to be due 6 months from when you first create this item. To change the due date, click on the **calendar icon** in the Due Date field, or simply type in the date.

Due Date*

2/23/2021

12d

Step 12e: Update the progress you have made as applicable in the **Progress field**. This is a percentage, but you don't need to type "%", just the number, e.g., for 25%, type in "25".

Progress

0

12e

Create an IDP (Cont. 5)

Step 12f: Click **Done** to add the activity to your IDP.

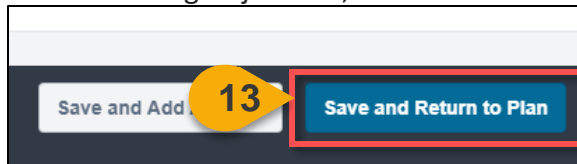


Progress

0

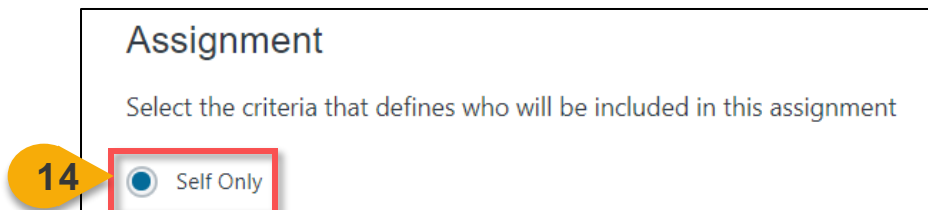
Cancel Done

Step 13: When you are done adding objectives, click **Save and Return to Plan**.



Save and Add Save and Return to Plan

Step 14: Under Assignment, select **Self Only** to assign this IDP to yourself. If you are a Supervisor, you can assign this IDP to your employees. To assign IDPs to employees, view the “Manager” task aids.

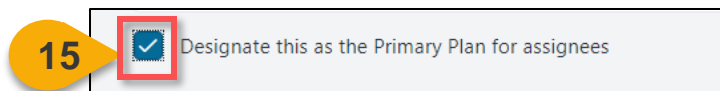


Assignment

Select the criteria that defines who will be included in this assignment


14 ☒ Self Only

Step 15: To assign this IDP as your primary IDP (you can have multiple IDPs), check the box next to **Designate this as the Primary Plan for assignees**.



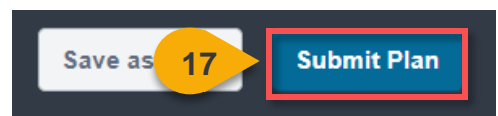
15 ☒ Designate this as the Primary Plan for assignees

Step 16: To save the plan as a draft and return to it later, click **Save as Draft**.



Save as Draft Submit Plan

Step 17: To submit the plan for Manager approval, click **Submit Plan**.

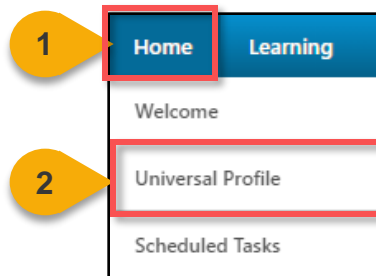


Save as Draft Submit Plan

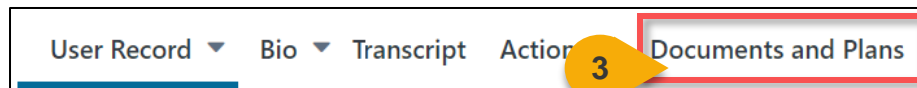
Update an IDP

When you want to update an IDP Objective, Training or Action Step...

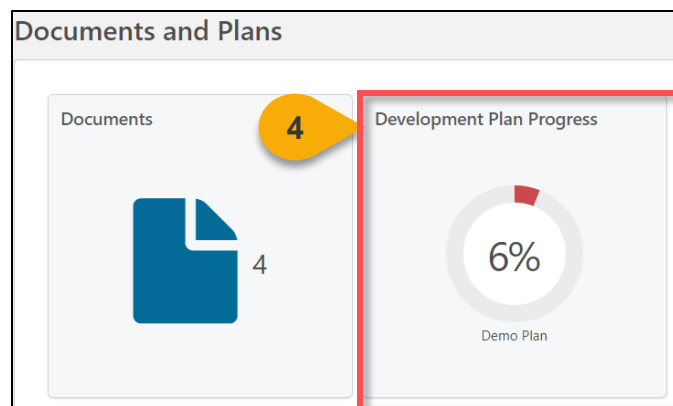
Steps 1 & 2: Hover over **Home** then navigate to **Universal Profile**.



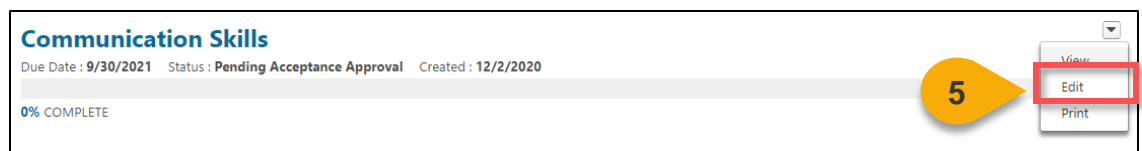
Step 3: Click on the **Documents and Plans** tab.



Step 4: Click on the **Development Plan Progress** widget.

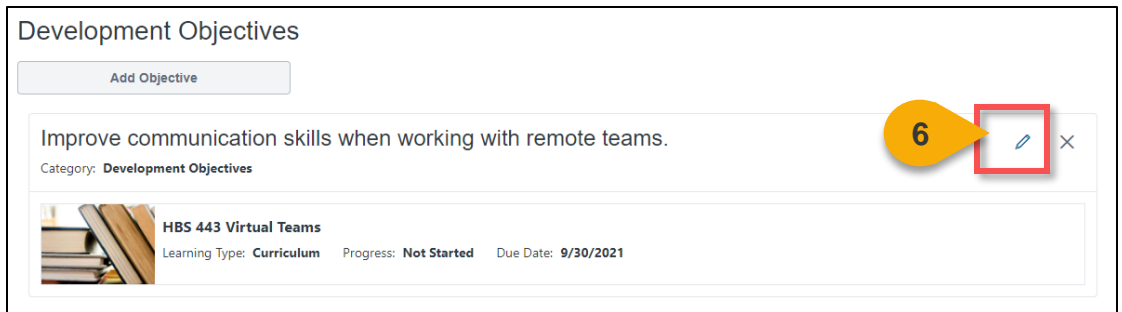


Step 5: Select the dropdown icon **Edit** option next to the IDP to which you want to add a new Objective.

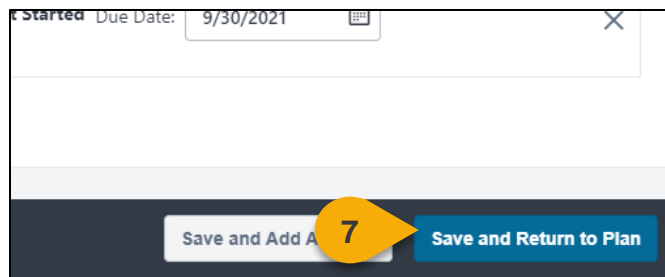


Update an IDP (Cont. 1)

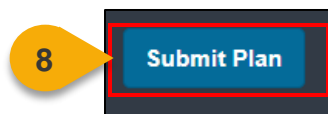
Step 6: Click the **Edit icon** in the Development Objectives section to edit an objective.



Step 7: When you've completed your edits, click **Save and Return to Plan**.



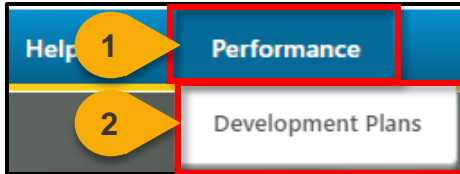
Step 8: Click on the **Submit Plan** button when you are ready to resubmit your plan for approval.



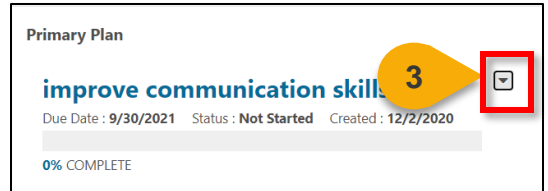
Cancel an IDP

When you want to cancel an IDP...

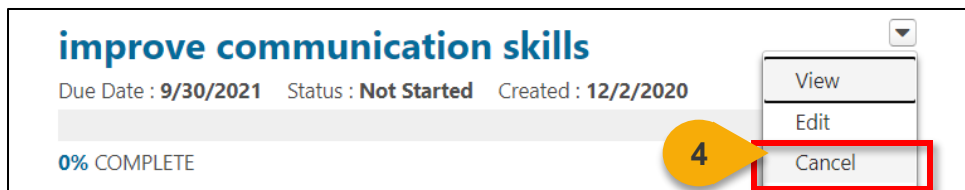
Steps 1 & 2: Hover over the **Performance** tab and then click **Development Plans**.



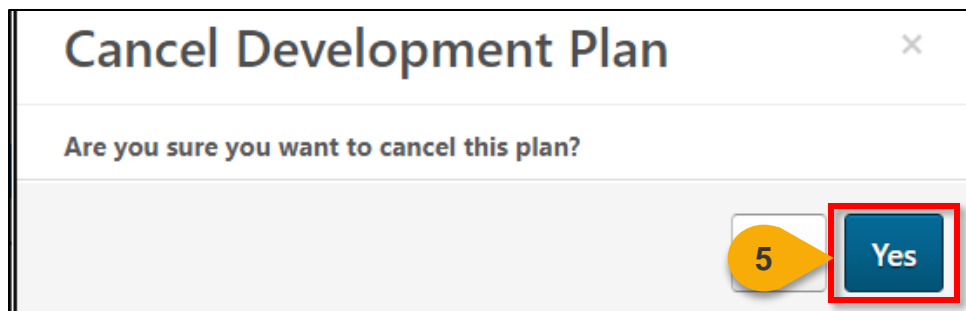
Step 3: Click the **dropdown arrow** next to the plan you would like to cancel.



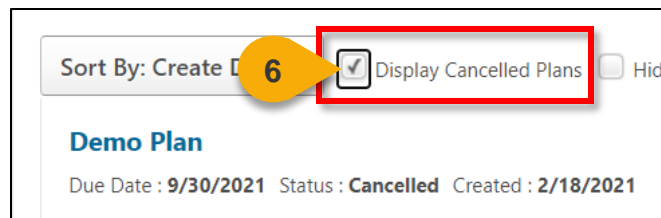
Step 4: Select **Cancel** from the dropdown menu. **Note:** You can only cancel approved plans.



Step 5: A popup will appear. Select **Yes** to cancel the IDP.



Step 6: The plan will be cancelled. Should you wish, you can view this plan by selecting **Display Cancelled Plans** on your Development Plan page.



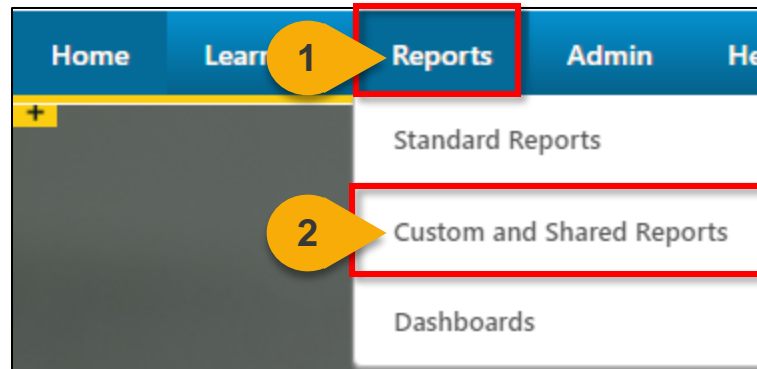
A photograph of a modern glass skyscraper, showing a grid of windows and a curved facade, set against a cloudy sky. The image is positioned on the left side of the page, with a white geometric pattern of overlapping squares at the bottom left.

Reports

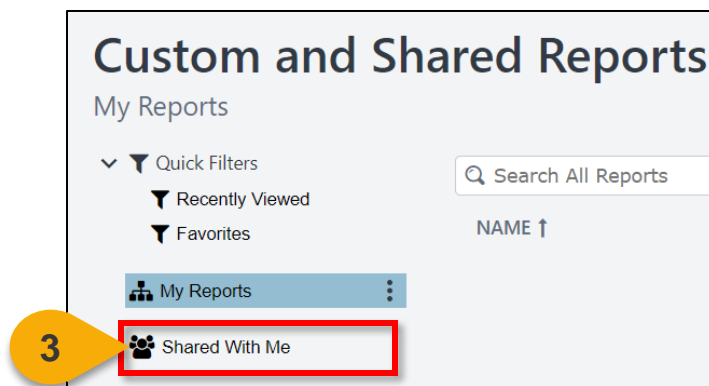
View and Download Custom Reports

When you want to filter and download a report...

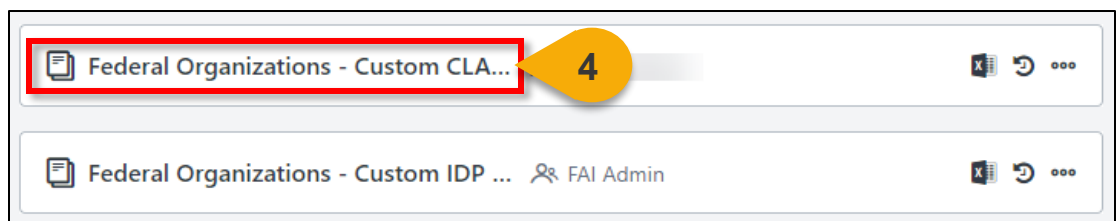
Steps 1 & 2: Navigate to the **Reports** tab and then select **Custom and Shared Reports**.



Step 3: On the left-hand side of the screen, click **Shared With Me** to see reports that have been shared with you.



Step 4: Click the **Report Name** you want to view to update the report filters.



View and Download Custom Reports (Cont. 1)

Step 5: Update the **filters** as needed. The filters will vary based on the report.

▼ Filters

5

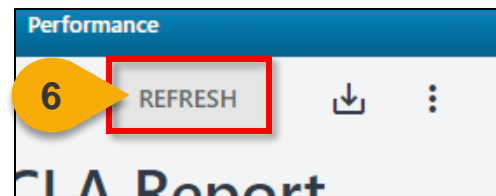
Certifications - Certification Category is equal to FAC-C Continuous Learning

AND

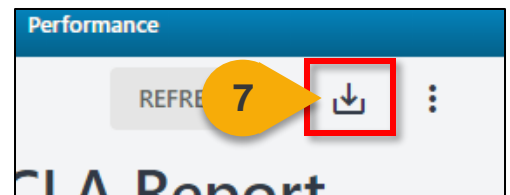
Certifications - Certification User Status is one of Select...

Calculated Fields - Days Until Certification Period Due is greater than 0

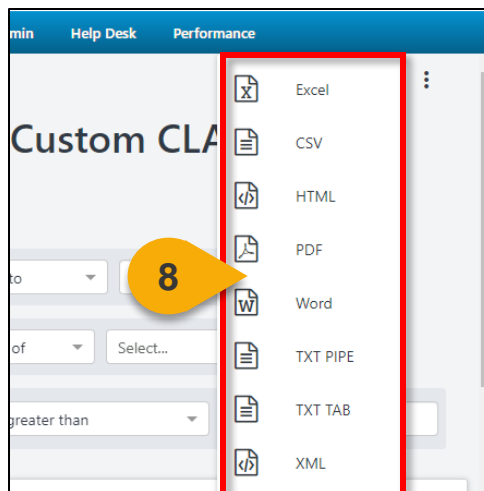
Step 6: Click **Refresh** in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.



Step 7: Click the **Download Options** icon in the top right corner to see the formats available for this report.



Step 8: Choose the **File Format** in which you would like to download the report. The report will download to your computer.



A modern glass skyscraper with a grid-like facade, partially visible on the left side of the page. The building's reflection is visible on a surface below it.

Help

Help

Support Area	Support Provided	Contact
Defense Acquisition University (DAU) Help Desk	<ul style="list-style-type: none"> FAI CSOD System Questions and Issues FAI CSOD System Errors and Troubleshooting Password Issues and Resets 	Commercial: 703-805-3459; Option 1 Toll Free: 1-866-568-6924, Option 1 DSN: 655-3459; Option 1 Email: DAUHelp@dau.edu
Your Agency's Acquisition Career Manager (ACM)	<ul style="list-style-type: none"> Agency-specific Acquisition Training, Certification, and Continuous Learning (CL) Requirements Agency-specific Acquisition Policies and Procedures Career Development Training and Development Opportunities 	https://www.fai.gov/humancapital/acquisition-career-manager-acm
FAI CSOD Training Materials and Online Resources	<ul style="list-style-type: none"> Task Aids for FAI CSOD Roles FAI CSOD Training Videos Other Guidance for Performing Tasks in FAI CSOD 	https://dau.csod.com/catalog/CustomPage.aspx?id=221000509
FAI Website FAQs	<ul style="list-style-type: none"> FAI CSOD Migration Acquisition Training Federal Acquisition Certifications (FAC-C, FAC-COR, FAC-P/PM) More! 	https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs



Addendum

For DHS-specific guidance regarding User records, training, certification and specialization requirements and routing, continuous learning, and warrants, please refer to:

[https://urldefense.com/v3/http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/TrainingCareerDev/Pages/OAW-Main.aspx;!!May37g!czl1g9fhw1QwnkSksSkpwhE285UIDDRNiMCXT0UaurKc2mQE1Py8WHTVvrl7uzk\\$](https://urldefense.com/v3/http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/TrainingCareerDev/Pages/OAW-Main.aspx;!!May37g!czl1g9fhw1QwnkSksSkpwhE285UIDDRNiMCXT0UaurKc2mQE1Py8WHTVvrl7uzk$).

Please note, you must be logged onto the DHS network to access this link.

DOI Employees - Prior to contacting the DOI ACM as referenced in the "Addition Resources" section, first contact your BUREAU ACQUISITION CAREER COORDINATOR (BACC).

BACC contact information, along with DOI-specific guidance related to FAC certifications, can be found here: DOI Acquisition Toolkit: Bureau Acquisition Career Coordinator: <https://doimspp.sharepoint.com/sites/DOIToolKit/SitePages/DOI-Acquisition-ToolKit.aspx>